

# COVER LETTER FORMAT

- Always enclose a cover letter when you mail out a resume.
- Cover letters should be individually typed and signed.
- Your cover letter should be brief, usually one page, and follow the general guidelines given below.
- Leave a 1" margin on all sides, and make top and bottom margin as equal as possible.

Your Street Address  
City, State Zip Code  
Today's Date

Contact's Name  
Title  
Company Name  
Address  
City, State, Zip Code



Address your letter to a specific person. Employers tend to be complimented when you know their names and titles. Consequently, it is worthwhile to make an effort to find out.

Dear Mr. Alexander:

Your opening paragraph should arouse interest on the part of the reader. Tell why you are writing the letter. Give information to show your specific interest in this company.

Your middle paragraphs should create desire. Give details of your background that will show the reader why you should be considered as a candidate. Be as specific as possible about the kind of job you want. Don't make the reader try to guess what you would be interested in.

Refer the reader to your general qualifications on your enclosed resume or other material. Use as much space as needed to tell your story, but keep it brief and to the point.

In your closing paragraph you ask for action. Ask for an appointment suggesting a time when you will be available. A positive request is harder to ignore than a vague hope.

Sincerely yours,

*Sign your name here*

Type your name here

Enclosure