

COVER LETTER FORMAT AND SAMPLE

Most cover letters follow a similar format, but don't make it generic. It should always introduce yourself in a clear, creative, and concise way. Here is an example of what your cover letter might look like.



COVER LETTER OF APPLICATION – SAMPLE FORMAT

Your Street Address
City, State, Zip

Current Date

Name of person, Title, or Position
Name of Company
Street Address
City, State, Zip

Dear _____,

(First Paragraph) State why you are writing, the name of the position for which you are applying, and how you heard of the opening. Mention by name any person you know who has a connection with the organization. To catch their attention, you also may begin with a summary of your assets that would qualify you for the position. Tell why you are particularly interested in the organization, location or type of work.

(Middle Paragraph(s)) Elaborate on your main qualifications, such as educational background, related work experience, professional involvement and leadership roles that relate to the position for which you are applying. Provide evidence and convince the employer that you have the personal qualities and motivation to perform well in the position. Refer the reader to your resume.

(Last Paragraph) Be assertive and request the next step in the employment process, such as asking for an interview or suggesting a time to meet. Make it easy for the person to contact you by listing phone numbers and times when you can be reached. Thank the reader for his/her time and consideration.

Sincerely,
YOUR SIGNATURE
Your name

TYPES OF COVER LETTERS

Application Letter: This type of cover letter is used to apply for a position you know is available.

Inquiry Letter: This type of cover letter is used when you want to inquire about possible openings with a company, but you are not aware of any.