

COVER LETTER FORMAT

- Check the entire letter for spelling and grammatical errors - remember that your attention to detail in the job search is indicative of your potential job performance.
- Use the same paper for your cover letter as your resume. Use 10-12 point font; 1-inch margins.
- Do not write generic cover letters.
- Keep cover letter to one page.

Your Name

Your Street Address • City, ST Zip Code • phone • e-mail address

(Use one non-work phone number that includes a professional voice message.) • (Use professional, non-work email address.)

Date of letter

Hiring Official's Name

Title

Organization

Address

City, ST, Zip Code

Dear Hiring Official's Name: (Avoid: To Whom it May Concern, or Dear Sir or Madame)

First Paragraph- Get to the point. State the position/area in which you are interested. If you are responding to a posting or a referral, tell how you heard of the position. Include referral name(s) when applicable. Refer the employer to your enclosures.

Second Paragraph- Remember your audience. Think about what the potential employer is seeking and present information that will interest them. Use the job posting as a guide. Describe your related qualifications and accomplishments; pull from your education, experience, skills, and personal attributes to give a well-rounded presentation of you. Give a few concrete examples to lend credibility to your statements. You can use information from your resume, but do not copy it word-for-word into your cover letter.

Third Paragraph- Describe your interest in this particular employer. Be specific. Show your knowledge of the employer. What is special or distinctive about them? (Tip: Employer websites are often excellent sources of information). Describe how you plan to meet the needs of the employer and contribute to their success.

Fourth Paragraph- Restate your interest in the position and the employer. State your desire for an interview referring them to your contact information listed above and request or suggest a follow-up plan. Thank the employer for their consideration.

Sincerely,

Your signature

Your Name

Enclosures: Resume, Letters of Recommendation, Unofficial Transcript, Letter of Eligibility or Teaching Certification (**Follow employer's directions on enclosures needed.**)