



Cover Letter Layout

What to include in your cover letter

Your contact information:

Name

Address

City, State, Zip Code

Phone number

Email address

Date

Employer contact information:

Name

Title

Company

Address

City, State, Zip Code

Content Example:

Dear Mr. /Ms. Last Name:

The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for. Include the name of the mutual contact, if you have one. Be clear and concise regarding your request. Convince the reader that they should grant you the interview.

The next section of your cover letter should describe what you have to offer the employer. Make strong connections between your abilities and their needs. Mention specifically how your skills and experience match the job you are applying for. Remember, you are interpreting your resume, not repeating it. Try to support each statement you make with a piece of evidence. Use several shorter paragraphs or bullets rather than one large block of text.

Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up. State that you will do so and indicate when (one week's time is typical). You may want to reduce the time between sending out your resume and follow-up if you fax or email it.

Respectfully yours,

Handwritten signature (for mailed letter)

Typed signature