

Suggested Cover Letter Format - A

Your Name
Your Current Address
City, State, Zip Code

Date of Letter

Prospective Employer's Name
Title
Address
City, State, Zip Code

Dear _____ :

Opening Paragraph: Here indicate your reason for writing, the position for which you are applying, and how you found out about the position (Placement Office, newspaper, friends, etc.).

Main Paragraph: Briefly mention why you are interested in the position and the organization. Without repeating what you have said in your resume, indicate the qualifications you think would be of greatest interest to the employer.

Closing Paragraph refers the reader to the enclosed resume; make a positive statement about your capabilities. If applicable, indicate your willingness to relocate. Make a specific request for an interview. Close your letter with a statement that stimulates a response, such as: you will call on a certain date to set up an interview, etc. Or, ask if additional information is required.

Sincerely yours,

(Your handwritten signature)

Your name, typed