

## Cover letter guidelines

Your name  
should not be  
here

Everything  
aligned left

Your current address  
City, State, Zip Code

Date

Hiring Person's Name  
Title

Company Name

Business Address

City, State, Zip Code

Dear (*Mr., Ms.*) *Last Name*:

*Opening Paragraph*

Explain the reason for the letter and identify the position for which you are applying. State how you learned about the position (web page, name of person who referred you, job board, etc.). Express why you believe you are a good fit for the position.

*Middle Paragraph (may require 2 paragraphs)*

Select one or two skills that support what they are looking for. Address your ability to contribute to the employer's needs. Give examples of your relevant qualifications, accomplishments and skills.

*Closing Paragraph*

Refer to your enclosed resume for details. Request an interview and state how you can be contacted.

Express your thanks for consideration.

5 spaces  
for  
signature

Sincerely,

(Handwritten or electronic signature in blue or black ink)

Your full name, typed

Enclosure: Resume

If you don't have name and can't  
get it from a company  
page/contact, then list Hiring  
Manager for name.

When you don't know the name, address to Dear  
Hiring Manager or the position title given.

Colon – not comma

