

Typical Cover Letter Format

Your Address (optional, you can mention it here or can mention later)

Your Contact Information (optional, you can mention it here or can mention later)

Date

Contact Name (if
available) Contact Title
Company Name
Company
Address

Dear Mr./Ms./Dr. (if no contact given, you can say “Human Resources Manager, or Hiring Manager”)

The first paragraph is an introduction of yourself and how you learned of the opening, as well as your interest in the position/organization. This requires you to relate yourself to the organization or to the position in order to demonstrate your interest.

The middle paragraph(s) is a profile of how your, skills/assistances and experience match the qualifications required. In order to do this, consider the following points:

Read the job description carefully to get a clear idea of what the company is looking for. This goes beyond just the “qualifications” section of a job description- make sure to discuss your ability to do the job. Review the company website to learn what type of person the company might value. Match your background, whether it is work experience, academics, volunteer experience, etc. and describe why you believe those experiences make you a qualified candidate for the position.

The last paragraph wraps up the cover letter. You should reiterate your interest in the position, and desire to hear from them regarding the opportunity. You also want to thank the reader for their time in considering your application, and provide information for how you can be reached. If you would like, and are able to, you can state that you will follow-up with them directly. Be positive and confident (without being arrogant).

Sincerely,
Signed Signature (if a physical copy is being sent)
Name (Typed)

Thank you
Job Counselor