The following is an example of formatting for cover letters that are printed and sent to an employer, or for a document that is attached to an email or uploaded for an application. If you send a cover letter as the body of an email, begin with the salutation.

Your name
Street address
City, State Zip code
Phone Number/Email address/Web presence

Date

Contact name
Title
Company name
Address
City, State Zip

Dear First and Last Name:

Introductory Paragraph might include:
• Your reason for writing this person (always include in the first paragraph, first sentence if possible).
• Title of a specific position (if applicable) and why you are interested in the position.
• Mutual acquaintances or the name of the person that referred you.
• Your interest in the company/organization (if this is not include in the intro, it needs to be included elsewhere).
• Concise overview of the skills/experience you have to offer the employer (which you will elaborate on in the body paragraphs).

Body Paragraph(s):
• Provide details about what you have to offer the employer, e.g. your skills, experience, knowledge, expertise, work characteristics/qualities, etc.
• Prior to writing the body paragraphs consider the following: What is needed to accomplish the job? Identify 2-3 qualifications or background themes the position requires. Use the job description or information obtained through your research. How do your strengths match the job requirements? For each of the themes listed above, write about an experience (from classes, employment, co-curricular activities, etc.) that illustrates your skills or background in each area. Consider closing the paragraph(s) with a sentence focused on how the skill will impact the employer.

Conclusion Paragraph:
• Reiterate your interest in the opportunity.
• Thank the reader for their time. Acknowledge that you look forward to hearing from or meeting with the employer, e.g. “I look forward to hearing from you soon.”
• If appropriate, include your next steps. “I am very excited about the position of...with...and look forward to beginning the interview process” or “I will connect with you the week of...to discuss my application.”

Sincerely,
(Signature)
Typed name