

The following is an example of formatting for cover letters that are 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
City, State, Zip code
Phone Number
Email address
Web presence (optional)

Your cover letter contact information should be the same as your résumé contact information. Also, consider using the same design/formatting used for your résumé.

Date

Name of individual you are writing the letter to
Individual's job title
Company name
Address
City, State Zip code

Considerations for salutation:

- You can use the recipient's first and last name. An alternative is to use a title such as Ms. (be careful not to assume gender)
- If your recipient typically would be addressed using their rank, you can include it, e.g., Dear Dr. Jackson

Dear (name of individual):

Introductory Paragraph:

- Include the reason you are writing to them, e.g., the title of a specific position you are applying to.
- You can mention mutual acquaintances, the name of the person that referred you, or your previous contact with the individual.
- Either in this paragraph or elsewhere in the letter, describe why you are interested in their organization. **Be specific.**
- You can also provide an overview of the skills and experience you offer that are relevant to the opportunity (you will elaborate on this information in the body paragraphs).

Body Paragraphs:

- Use the position description and information obtained through your research to identify key qualifications the position requires that you offer. Provide details about your skills, qualities, education, and experience related to these qualifications.
- Avoid lengthy lists and use each body paragraph to focus the reader on a key qualification you will bring to the position and organization.
- Include brief examples (from classes, employment, co-curricular activities) that demonstrate to the employer your ability to use the skills and other knowledge you are highlighting. An example following a statement about what you offer will help to back up your claim about your skill set.

Conclusion Paragraph:

- Reiterate your interest in the opportunity.
- Thank the reader for their time and let them know that you look forward to additional contact (hearing from them or an opportunity to talk with them about the position and your qualifications).

Sincerely (or another closing),

Your name