

# COVER LETTER TEMPLATE — 8 PARTS

## 1 ► YOUR CONTACT INFORMATION

This block of text at the beginning of your cover letter should identify all of the different ways in which an employer can contact you. List this information.

Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your E-mail Address  
Other

Date

## 2 ► EMPLOYER CONTACT INFORMATION

Name  
Title  
Company  
Address  
City, State, Zip Code

## 3 ► SALUTATION

Dear Mr./Ms. Last Name:

## 4 ► BODY OF COVER LETTER

The body of your cover letter needs to refer to the position you are applying for  
Why the employer should select you for an interview  
How you will follow-up.

## 5 ► FIRST PARAGRAPH

In the first paragraph you should include information that states:

Why you are writing  
The position you are applying for  
Names of any mutual contact  
Concise reason for your request.

## 6 ► MIDDLE PARAGRAPHS

Now you should describe what you have to offer the employer.

Convince the person that they should give you a chance to interview  
Make connections between your abilities and their needs  
Show how your skills and experience match the job  
This is a overview of your resume not the same identical material  
Back up your statements with evidence  
Write 3-4 short paragraphs or bullets not one large block copy

## 7 ► FINAL PARAGRAPH

In ending your cover letter

Thank the employer for considering you  
Include how you will get back to them (one week's time is typical) shorter  
If correspondence is e-mail or fax.

## 8 ► COMPLIMENTARY CLOSE

Respectfully yours,  
Signature:

Handwritten Signature (for a mailed letter)

Typed Signature