

**Your Name**  
City, State Zip Code  
Email, phone

← Allow 2 spaces  
Date (Month Day, Year)

← Allow 4 spaces

Addressee's Name  
Addressee's Title  
Addressee's Place of Employment  
Street Address  
City, State Zip Code

← Allow 2 spaces

Salutation: ← Dear First & Last name or Dear Dr., Mr. or Ms. \_\_\_\_\_,  
If you do not know the name, Dear Hiring Manager or Hiring  
Committee, do not use Sir or Madam or To Whom it may concern

Paragraph 1 ← **Paragraph 1** should consist of what job you are interested in  
and how you heard about the job (name of who referred you).

Paragraph 2 ← **Paragraphs 2** should talk about your experiences and what  
you can bring to the job, why you are a good fit to the job and the  
company. In these paragraphs you should also talk about your  
interest in that particular company, use key words; its mission  
statement and core values

Paragraph 3 ← **Paragraph 3** should include a request/follow up for an  
interview, such as "I look forward to hearing from you to set up  
an interview" or "I will follow up with you in two weeks regarding  
the status of my application" (But then you must make sure to  
follow up) You will also include how to reach you here, your  
phone and email

Complimentary Close ← Respectfully,  
Sincerely,  
Cordially,

← 3 - 4 spaces between closing and  
your name

Name ← Allow 2 spaces after the  
Complimentary Close

Attachment (If you are sending an e-mail; the cover letter can be attached or in the body of the email. Be sure to label your resume as your name resume, and job title (Example: JenniferLopez.ResumeProfessionalSinger). We recommend converting your resume to a pdf format prior to sending to an employer.