

# **COVER LETTER FORMAT**

## **PERSONAL CONTACT INFORMATION (HEADER)**

\*including name, address, one phone number, one email address (no nicknames)

## **DATE**

**Attn: person's name if provided, position title**

## **COMPANY CONTACT INFORMATION**

\*include company name, address, email, phone number

**RE: Position Name, Posting Number (bold)**

## **FIRST PARAGRAPH - INTRODUCTION**

\*This paragraph's purpose is to set-the scene, invite the reviewer to continue to the middle paragraphs where past/current experiences are outlined

\*Include notation about what documents are included in your application, what position you are applying to, posting number (if available), how you heard about this opportunity, and a lead in sentence that will draw the reviewer to read more about your abilities in the middle paragraphs

## **MIDDLE PARAGRAPHS (2-3 paragraphs)**

\*Review job description/company website, decide what the 2 or 3 main responsibilities or skill sets the employer is looking for and then look to past work, school, volunteer etc. experience to highlight

\*Each paragraph will have a focus (i.e. skill/ability) and then you will outline the experience(s) where you have used that skill before, and allow them to envision how you could use it in this position you are applying to

\*Work in additional skills (engineering/soft) identified on the job description to each paragraph

## **LAST PARAGRAPH - CONCLUSION**

\*Thank reader for their consideration of your application

\*Request a follow-up (i.e. implies you would like to proceed with an interview, without stating this point directly)

\*Final statement to relate your skills/abilities outlined in the middle paragraphs to the position/employer you are applying to

## **Points to Remember:**

- 1 page maximum
- 11-12 font size
- be specific
- lead with action verbs, past/present tense