

Full Name (First Middle Last)
Mailing Address
City, ST Zip code
Phone Number
Email address

Date

Employer's Name
Job Title of Employer
Organization Name
Street Address
City, ST Zip code

Dear Ms./Ms./Mrs./Dr. Employer's Name: Always use an actual name followed by a colon. If a name is not specified in the job description, contact the organization's human resources to determine the name of the person you should address your cover letter to. If you are unable to identify a name, use "Dear Hiring Manager" or "Dear Selection Committee." Avoid using "To Whom it May Concern" since this greeting is out of date and impersonal.

Opening Paragraph: Use this paragraph to succinctly introduce yourself and inform the reader why you are writing. Be sure to state the position title you are applying for, how you became aware of it, and why you are interested in the position and organization. If you have a point of contact who referred you to the organization or position, mention their name and connection to the organization (if they have given you permission). End the paragraph by identifying two or three qualifications you have that are relevant to the position. Specifically, this last sentence is your thesis statement and which you will elaborate on in the body of your cover letter.

Body Paragraph(s): In 1-2 paragraphs, provide evidence of your qualifications by describing specific examples of the experiences, skills, and/or knowledge you have and that are related to the opportunity you are applying to. Additionally, explicitly describe how your qualifications are directly connected to the opportunity and organization. In doing this, you are helping the reader understand how your experience, skills, and/or knowledge will help them meet their goals.

Closing Paragraph: Reference your attached resume. Express your desire for an interview, with the indication that you anticipate them contacting you. Include a closing statement thanking the reader for their time and consideration. You may also indicate a timeframe in which you will follow up with them, unless requested that you do not contact them.

Sincerely,

Your Signature (only if a hard/printed copy)

Your Typed Name

Enclosure: Resume