

**Your Contact Information**

Name  
Address  
City, State, Zip Code  
Phone Number  
Email Address

Date

**Employer Contact Information** (if you have it)

Name  
Title  
Company  
Address  
City, State, Zip Code

**Salutation**

Dear Mr. / Ms., Last Name, (leave out if you don't have a contact)

**Body of Cover Letter**

The body of your cover letter lets the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow-up.

**First Paragraph**

The first paragraph of your letter should include information on why you are writing... Mention the position you are applying for, where you found the job listing and that you have attached your resume. Include the name of a mutual contact, if you have one.

**Middle Paragraph(s)**

The next section of your cover letter should describe what you have to offer the employer. Mention specifically how your qualifications match the job you are applying for. Quantify your accomplishments; tell them what is in it for them.

**Final Paragraph**

Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up.

**Complimentary Close**

Sincerely yours,

**Signature**

Handwritten Signature

Typed Signature