



## Cover Letter Guide

### **Your contact information**

Name, address, city, state, and zip code

Date

### **Employer Contact Information**

Name Title Company Address City, state, zip code

Dear Mr./Ms. Last name,

### **First paragraph**

This should include information on why you are writing. Mention the position you are applying for. Include the name of a mutual contact, if you have one. Be clear and concise regarding your request, and convince the reader that they should grant the interview you requested.

### **Middle paragraphs**

This section should describe what you have to offer the employer. Make strong connections between your abilities and their needs. Mention how your skills and experience match the job you are applying for. Remember, you are interpreting your resume, not REPEATING it. Try to support each claim you make with a piece of evidence to make it stronger and believable. Use shorter paragraphs as opposed to one large block of text.

### **Final paragraph**

Thank the employer for considering you for the position. Include follow up information. State that you will follow up and indicate when (one week time is typical).

Sincerely,

Signature