Cover Letter Writing Guide

Date (write out: Month DD, YYYY)

Your Address
City, State Zip Code

Mr./Ms. First and Last name (Hiring Manager or HR Contact person)
Title of Contact Person or “Human Resources Manager”
Company Name
Address
City, State Zip Code

Dear Mr./Ms. “Last name”,

First Paragraph
• Why you are writing
• What position you are applying for
• How you learned about position
• Who referred you (if applicable)

Body
• Can be one or two paragraphs
• Why you are interested in the position
• What you can contribute
• How your qualifications would benefit the organization
• Your knowledge of the organization
• How your skills and experience match their needs

Last Paragraph
• Refer to documents enclosed or available such as your résumé and/or list of references
• Give the phone number and time of day that you can be reached or when you will contact them
• Thank them for their time and consideration of your application

“Sincerely” or “Respectfully”,

(Leave four spaces/lines so you can sign your name in ink)
(Leave only one blank line and type your name for emailed letters)

Type your first and last name