COVER LETTER FORMAT TIPS

Address (home or campus)
City, State, Zip
Telephone Number
Date of Letter

(4 spaces)

Contact's Name
Contact's Title
Contact's Department
Employing Organization
Street Address
City, State, Zip

(1 space)

Dear Mr./Ms./Dr. Contact's Last Name:

(1 space)

Opening Paragraph:
Type individually; never use a form letter
Address to a specific person
Use 8 ½ x 11 paper only
Use standard white bond paper

Use perfect grammar and spelling
Stick to one-page limit
Provide ample margins and white space
Center on page for appearance

Body Paragraph(s):
Use bullet points for emphasis
Graphically lay out paragraphs
Center key accomplishments
Display job related courses as a group

Limit total letter to a 5-paragraph maximum
Limit paragraphs to a 5-sentence maximum
Emphasize accomplishments and recognition
Highlight skills that match job

Closing Paragraph:
Ask for the interview!
Be bold, convincing and assertive
Express positive match
Refer to resume attached

Make employer's reply easy
Advise that you will call on a specific date
Ask a friend to proofread your letter

(1 space)

Sincerely,
(3 spaces Sign Full Name)
Type Full Name

(1 space)

P.S.
Sometimes used for emphasis
Limit to one brief sentence

(1 space)

Enc(s).
Resume enclosed (always)
Other supporting documentation enclosed (occasionally)
Portfolio (if appropriate for profession)
References (To Whom It May Concern letter) (rarely used here)
Unofficial transcript (rarely used at this point)