

## COVER LETTER FORMAT

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A cover letter is a supportive document that normally accompanies a resume or CV. The cover letter can be a powerful document that offers a persuasive space to convey one's experiences and career journey to an employer. Although there are a multitude of ways to design a cover letter, below shares one layout used to structure the cover letter.

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Date

**(Four spaces)**

Name of Contact Person

Title

Organization

Street Address

City, State, Zip

**(Two Spaces)**

Dear (Contact Person or Department Representative) (Do NOT use "to who it may concern or Sir or Madam":)

**Opening Paragraph:** Make it good

- Catchy opening sentence to make the reader want to continue reading.
- Name of job for which you are applying. Tell how you learned about it.
- Mention the name of the person (if any) who referred you to the organization.
- State your full degree and college in a full catchy sentence (Master of ... or PhD).

**Body Paragraph:** Critical Content Section

- Acknowledge the skills required by the open position.
- State the competencies and strengths you will bring to the position that are similar to the open position.
- Give examples of your skills, experiences, research, experiential learning, publications, and teaching opportunities.

**Closing Paragraph:** Push for Personal Contact; Interview

- Refer to documents attached or available (portfolio, writing samples).
- Assert yourself by telling the contact person you will follow up with them via email within a week. Alternatively, state you are available for a personal interview at their convenience.
- Make it very easy for the person to contact you. List your email and phone number.

Sincerely, (or Respectfully, In Anticipation, Enthusiastically)

(Sign above your name if sending via United States Postal Mail)

Your Name Typed