Model Format for Cover Letter

(Down far enough so the letter is centered on the page)
  Your personal address
  City, State Zip Code
  Date of Writing

2-4 Spaces

 Name of recipient
 Title (can also go on line with Name)
 Organization
 Street Address
 City, State, Zip Code

1 Space

Dear Ms/Mr. Blank (always address your letter to a specific person):

1 Space

Opening paragraph: Use this paragraph to get the employer's attention. State the name of the position, field, or general career area about which you are asking/applying and provide a basic introduction of yourself. Tell how you learned of the opening or organization as well as why you are interested in that position or field. In a letter of inquiry, indicate why you would be interested in working for the employer or organization.

1 Space

Body of letter (1-2 paragraphs): The body of the letter is used to justify your qualifications for the position. Relate your qualifications to specific job requirements, using examples of your work experience and achievements to make your points. Always think about employers' needs and write about how you can provide the skills, characteristics, or experiences they are seeking. This is the place to "sell" your skills and abilities to potential employers. Think of the specific experiences that taught you those skills and abilities rather than just listing them. Do not just duplicate your resume; instead, highlight or add pertinent details of interest to the employer.

1 Space

Last paragraph: Express interest in an opportunity to interview for the position, or to meet to discuss your qualifications that might meet the employer's needs for a letter of inquiry. Indicate your willingness to supply more information. Take the active approach and let the employer know that you will contact him or her by a certain date to discuss the possibility of an interview or check on your status. If you are planning to travel to a specific region or city, indicate when that visit will occur. Lastly, thank the employer for his or her time and consideration of your application.

4 Spaces

Sincerely,

[Your handwritten signature here]

Type your full name

Enclosure