Cover Letter Format

Keep the letter to one page.

Always find out who the contact person is.

Don’t waste space by saying where you found the opportunity.

Market yourself! Make sure to connect your personal experiences and skills to the core parts of the job description. Be specific but concise.

End your letter positively (and proactively, if appropriate). Reiterate your interest in the position and desire for an in-person meeting.

Remember to sign your letter! (For electronic submissions, simply type your name)

Your name
Present address
City, state and zip code

Today’s date

Mr./Mrs./Ms. Name (specific person), Title
Company/Organization Name
Street Address
City, state and zip code

Dear Ms. or Mr. (last name):

Opening Paragraph—MAKE AN IMPRESSION:
• Mention a name if someone has referred you, you have been in contact with an employee at the company, or you attended an information session
• Reference a long-held interest or passion for the field if applicable
• Name the position and emphasize the “fit” between you and the company

Body Paragraph(s)—MAKE THE CONNECTION between the job description and your qualifications:
• Lead with a strong topic sentence linking your experiences to the position
• Indicate the relevant skills you have developed through your academic study, extracurricular activities, internships, and work experiences
• Demonstrate how this information strongly qualifies you for the position
• DON’T REPEAT YOUR ENTIRE RESUME!
• Make the most of your life experiences!

Closing Paragraph—MAKE IT HAPPEN:
• State that any additional information beyond your resume will gladly be provided
• Emphasize that you look forward to further discussion of your strengths in relation to the position
• Thank the reader for considering your application

Sincerely,

(your signature—4 spaces)
Your Typed Name
Phone number
E-mail address

[Optional: Enclosure]

Formatting: A business letter should be written in block paragraphs (entirely left-justified) with the exception of your contact information, which can be either centered or left-justified.
Today’s Date

Ms. Karen Smith, Director
Student Conservation Association
PO Box 12345
Charlestown, NH 03603

Dear Ms. Smith:

*NOTE: Please use your own words. Employers can quickly spot a canned cover letter.*

**SAMPLE OPENING STATEMENTS**
- Your presentation at the *Careers for the Common Good Symposium* confirmed my belief that I desire a career in the nonprofit sector.
- Professor Johnson suggested I contact you about the possibility of a summer research position in your lab. I am a junior Biology major at Middlebury College considering the possibility of a PhD.
- Christine Sims suggested I contact you regarding the current openings in your Marketing Department.

**SAMPLE BODY PARAGRAPH STATEMENTS**
- My experience at the Middlebury College Museum of Art and my thesis research on modern art provide me with an excellent foundation for contributing to MOMA.
- The strong quantitative background I have developed from my academic work in sociology including several demographic projects will allow me to successfully apply these skills in business.
- My interest in literature has been heightened by my studies as an English major, and I am eager to learn more about opportunities in the field of publishing.
- As captain of the women’s varsity swim team, I have exercised diligence, leadership skills, and a commitment to specific goals, all of which would make me a valuable team player at Lehman Brothers.

**SAMPLE CLOSING STATEMENTS**

*When the employer is making the selection:*
- Please don’t hesitate to contact me if you require any additional information beyond my enclosed resume. I look forward to discussing this position further with you in the near future.

*When you have initiated contact:*
- I will be in Boston at the end of June and will call next week to see if there is a convenient time when we could meet.

Sincerely,

_J.R. Middkid_
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