

## Cover Letter Format

Joe Somebody  
123 Main Street  
Anywhere, IL 12345  
(123) 456-7890  
joesomebody@hotmail.com

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Today's Date

Name of Person, Title  
Company/Organization  
Mailing Address  
City, State, Zip Code

Dear Mr./Ms. Last Name:

**Introduction Paragraph** – Introduce yourself and state the reason for writing. Tell the employer what position you are interested in and how you learned about the specific opening.

**Body Paragraph** – State why you desire this type of work. Explain why you are interested in working for that employer or in that field of work. Describe your relevant educational and employment history. Be sure to review your key experiences and skills. **Do not recount all of your résumé information.** This section can be 2 paragraphs if necessary. Use the Internet to conduct research about the organization or company before you begin writing. Read their current press releases; learn about their product line, service policies and mission statement.

**Closing Paragraph** – Refer the reader to the enclosed résumé and state your desire for an interview. Thank the employer for their time and consideration.

Sincerely,

*Signature (in ink)*

Your Name

enclosure