

## Cover Letter Format

Your Address  
City, State, ZIP Code  
Phone and Email address  
Date

Mr., Ms., Dr. First Name Last Name  
Title  
Employer Organization  
Street Address  
City, State, ZIP Code

Dear Mr./Ms./Dr. Last Name: (Do **NOT** use Sir or Madam. If there is absolutely no way you can find out the correct name, use the title, such as Director of \_\_\_\_\_, or Recruiter. **Never send your résumé to "whom it may concern!"**)

**First paragraph:** Note **the name of the position for which you are applying** and tell when and where you heard about it. If you don't know of a specific opening, ask if there are any available openings as a \_\_\_\_\_, or if there are any positions available in the area of \_\_\_\_\_. Summarize the primary accomplishments that qualify you for the position, such as degree, major, years of related experience. Note somewhere in the letter that you have enclosed a résumé.

**Middle paragraph(s):** Tell **why you are interested** in the position and/or the organization. Explain how your academic and/or experiential background qualifies you for the position/organization. Point out any