



COVER LETTER FORMAT SAMPLE

337 Main Street <your return address>
Troy, New York 12180

June 25, 2008 <date of letter>

Ms. Anne Jones
Senior Staff Recruiter
XYZ Corporation
123 6th Avenue
Anytown, Connecticut 01023

Dear Ms. Jones:

<INTRODUCTION>

Opening Paragraph: Use a catchy or clever opening statement while maintaining professionalism. State the reason you are writing. Name the position you are applying for, or the type of work you are seeking. Identify the source from which you learned of the opening (i.e., the CDC, RedHawk Joblink, a personal contact, a company website on the Internet, a professional journal or newspaper). Stimulate interest in your resume; give the reader a reason to read on!

<BODY>

Middle Paragraph(s): Market yourself! The purpose of this section is to strengthen your resume by providing details which bring your experience to life. Use a "Background Summary" paragraph to summarize relevant education/experience. If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position. You may also include a "Value Selling" paragraph to demonstrate your ability to add value and to highlight your strengths. For example, if you have practical work experience, point out how your specific achievements, skills and unique qualifications will make you an asset to the organization. Indicate why you are interested in the position or the organization and stress what you can do for them. Refer the reader to your enclosed resume which summarizes your qualifications, training and experience.

<CLOSING>

Closing Paragraph: Request a personal interview and indicate your flexibility as to the time and place. Include your phone number (with area code) and your e-mail address (if you check it regularly). Tell the reader when you will call to follow-up if you are able to do so. Thank the reader for taking the time to consider your credentials.

Sincerely, <closing>

<sign your name here>

Mary T. Applicant <type your name>

Enclosure <enclosure notation>

COVER LETTER WORKSHEET

337 Main Street
Troy, New York 12180

<your return address>

June 25, 2007

<date of letter>

Ms. Anne Jones
Senior Staff Recruiter
XYZ Corporation
123 6th Avenue
Anytown, Connecticut 01023

<Employer address>

Dear Ms. Jones:

<Salutation>

Introduction	
Body Paragraph (s)	
Closing	

