

# Cover Letter Instructions

Your street address  
City, State, Zip Code

Date

Recipient's full name with salutation (Ms., Mr., Dr., etc)  
Their job title  
Company name  
Work street address  
City, State, Zip Code

Greeting (Dear Ms. Smith:)

The **first paragraph** should indicate why you are writing the letter, the job opening you are applying for, and how you heard about the opening. Usually consists of 2-3 sentences.

The **second paragraph** should state why you want to work for that company, what specific skills you have that qualify for the position, relevant training, previous experience which makes you stand out above the rest, and why you are looking for a job. Focus on your skills, education, experience, and character. Pick your brightest attributes that relate to the position for which you are applying. Let potential employers know about the positive things your managers and teachers have said about you in the past. Usually consists of 3-5 sentences.

**Third paragraph:** Restate your interest in the position. Remind the reader of your phone number and state that you look forward to meeting him or her. You may tell them that you will initiate the follow-up. Just be sure that you do make contact when you say you will. Thank the reader for his or her time and consideration.

Sincerely,

*Sign Your Name Here*

Your full name typed out

Enclosure

Try to find the name and contact information for the

This paragraph can also be formatted as a list of bullet points highlighting your skills for the position.

Proofread your cover letter and resume...don't rely on spell