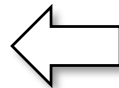# Cover Letters

NAME
City, State • Phone • School Email

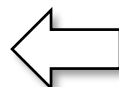Date

Allow 3-4 spaces

Recipient's Name
Recipient's Title
Recipient's Company Name
Business Address
City, State, Zip Code

Allow 2 spaces after recipient address, salutation, and each paragraph

Salutation

- Specify the position for which you are applying and how you learned of the position
- If referred by a specific person, mention the name here
- State your reason for applying and why you are interested

- Refer the employer to the enclosed resume
- Highlight your skills and qualifications and how you have demonstrated them
- Provide evidence of researching the organization
- Specify your accomplishments and why the organization should hire you

- Express the fact that you are qualified for the position
- Explain how you can be contacted and invite the reader to contact you
- Reiterate your interest and express your desire to meet for an interview

Closing Line

Signature

Allow 4 spaces between closing line and typed name for signature

Typed Name