

Cover Letter Format and Example

Cover Letter Format

Your Present Address
City, State, Zip Code
Telephone Number
Email Address

Date

Person's Name
Title
Company
Address

Dear Contact Name:

First Paragraph:

State the reason for your letter and indicate the specific position or type of work you are seeking. Explain where you learned of the position (Career Center, advertisement, friend, referral, etc.).

Middle Paragraph:

Explain why you are interested in the position and the qualifications you possess. Point out specific achievements or experiences that directly relate to the qualifications required for the position. Emphasize highlights but try not to repeat the same information the reader will find in your resume. If you repeat information from your resume be sure to reword and expand it.

Closing Paragraph:

Express your interest in the company or reiterate briefly how you can help the company. State when you will try to contact them or express interest in an interview (optional). Thank them for their time and consideration.

Sincerely,

(handwritten signature)

Your typed name

See next page for a sample cover letter

10 Johnson Way
Cupertino, CA 95014
(408) 555-1200
mjsmith@email.com

Date

Jim Springer
Unison Software
6123 Technology Dr.
San Jose, CA 95120

Dear Mr. Springer:

I am responding to your advertisement in the San Jose Mercury News on August 21st for the position of Accounts Payable Clerk. I am very interested in joining your organization and believe my skills and experience would be an excellent match for this position.

As you can see from my resume, I have two years of accounting experience, including accounts payable and receivable. In June, I completed a certificate program in Accounting at De Anza College earning a 4.0 G.P.A. I have set up and run a complete computerized accounting system using an integrated accounting software package. Also, I have extensive experience using Peachtree and Excel.

With my background and skills, I feel confident that I can contribute to your organization. I would very much welcome the opportunity to meet with you to discuss my background as it relates to this position. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Mary J. Smith