

Cover Letter Format



Name

Street Address | City, State Zip | Phone | E-Mail

Date

Name/Title of Specific Person

Name of Organization

Street Address

City, State Zip

Dear Mr./Ms. _____:

Introduction (1 paragraph)

Identify the position you're applying for, how you learned about the position, and specifically why you are interested. Demonstrate that you've researched the organization and mention any connections you have with the organization. Finally, summarize the skills and qualifications that make you a great candidate.

Qualifications/Skills (1-3 paragraphs)

Elaborate on your strongest skills and qualifications providing specific examples that demonstrate them. Focus on skills and qualifications highlighted in the position description and how they can benefit the organization. Include accomplishments, strengths and unique experiences that are relevant to the position. Use your voice to help bring life and personality to your cover letter and express your motivation and enthusiasm for the position and organization.

Final/Closing (1 paragraph)

Summarize and reiterate how your skills and qualifications will contribute to their organization. Express your interest in discussing the position further, this is generally an interview. Make it easy for the employer to contact you by including your phone number and email. Thank the reader for their time.

Sincerely,

⇒ *Your signature*

Name Typed

Cover Letter Tips

- + Keep to 1 page in length
- + Use the same font style and name block as your resume
- + Tailor a cover letter for each position
- + Address the letter to a specific person if possible
- + Make sure there are no grammatical or punctuation errors
- + Remove words or phrases that add length, not substance

FOR MORE INFORMATION

CEHD Career Services

360 Education Sciences Building

www.cehd.umn.edu