

Cover Letter Format Example

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First Name Last Name

Email Address | Phone Number | LinkedIn Profile URL | City, State

Date [Reflect the day of cover letter submission]

Hiring Person's Name
Hiring Person's Title
Organization or Company Name
Organization/Company's Mailing Address
City, State, Zip Code

Dear First/Last Name, [Or Hiring Manager, or Hiring Committee]

First Paragraph: Introduce the reason for the letter and why you are interested in the particular position/company. Include position title, where the opportunity is located, and how you heard about the position posting. **If you were referred to the position by a mutual contact, include their name (ask the mutual contact's permission).** Be clear and concise regarding your request.

Middle Paragraphs: What qualifications and skills you have to offer and why you are the right person for the opportunity. **Explain specifics about your experience and skills related to the position.** Tie you knowledge of the company, position, or industry to your examples. Highlight internship experience, academic-service learning examples, extra-curricular experience, or other experiences demonstrating how you meet/exceed their role requirements. **Use industry language and "buzz verbs" used in the position description.**

Final Paragraph: Restate your interest, thank the employer for their time, and mention your desire to interview or learn more about the position.

Sincerely,

[Insert Written or Electronic Signature Here]
[Include your typed name here]

INCLUDE:

Identical Name and Contact Information as your resume.

"Normal" Margins (1" all sides)

Single-spaced (1.0)

10pt-12pt Text

Keep length between 3/4 - 1 full page

AVOID:

Addressing the reader with "To whom it may concern"

Repeating resume content word-for-word

Beginning all sentences with "I"

Begging for the opportunity

