



COVER LETTER FORMAT

Date

(Four spaces)

Name of Contact Person

Title

Organization

Street Address

City, State, Zip

(Two Spaces)

Dear (Contact Person or Department Representative) (Do NOT use “to who it may concern”):

Opening Paragraph: Make it good

- Catchy opening sentence to make the reader want to continue reading.
- Name of job for which you are applying. Tell how you learned about it.
- Mention the name of the person (if any) who referred you to the organization.
- State your full degree and college in a full catchy sentence (Bachelor of Arts in Psychology).

Body Paragraph: Critical Content Section

- Acknowledge the skills required by the open position.
- State the skills and strengths you will bring to the position that are similar to the position you are applying.
- Give examples of your skills, experiences, internships, and volunteer opportunities.

Closing Paragraph: Push for Personal Contact; Interview

- Refer to documents attached or available (portfolio, writing samples)
- Assert yourself by telling the contact person you will follow up with them via email within a week.

Alternatively,

- state you are available for a personal interview at their convenience.
- Make it very easy for the person to contact you. List your email and phone number.

Sincerely, (or Respectfully, In Anticipation, Enthusiastically)

(Sign above your name if sending via United States Postal Mail)

Your Name Typed

