

Cover Letter Guidelines

Same header as your resume

Date

Recipients Name
Recipients Title
Company Name
Business Address
City, State, Zip Code

Re: Position applying to

Salutation



Allow 3-4 Spaces



Allow 2 Spaces after recipients
address, salutation, and each
paragraph

- Specify the position you are applying and how you learned of the position
- If applicable, if referred by a person, mention their name or a website
- If applicable Include your graduation date and the degree you are earning
- State the reason you are applying and why you are interested

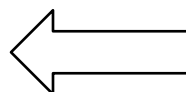
- Highlight your skills and qualifications and how you have demonstrated them
- Provide evidence of researching the organization
- Specify your accomplishments and why the organization should hire you

- Express 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 for an interview

Closing line

Signature

Typed Name



Allow 3-4 spaces between
Closing line and signatures