

First Last Name
(same as resume heading)
303-XXX-XXXX (Best Contact Phone)
Professional Email

Mr. /Ms. _____
Job Title
Company name
Address
City, State, Zip Code

Dear Mr. /Ms. _____:

INTRODUCTORY PARAGRAPH: The purpose is to **gain the reader's interest**. If you are applying for a specific job, indicate the name of the position and the date the job was posted. If you were referred to the company, provide the name of the person who referred you. You may mention any knowledge you have of the organization. Introductory paragraphs are typically short, so be concise and clear.

MIDDLE PARAGRAPH: The purpose is to **sell yourself**. This is the longest section (can be one or two paragraphs). This is where you persuade the employer to offer you an interview. Indicate your relevant abilities and skills, educational background, and/or experiences that demonstrate that you are a good fit for the position. Share a personal goal that you would be able to reach working for the organization. Make sure your skills and abilities are in alignment with the job description and will meet the needs of the employer.

LAST PARAGRAPH: The purpose is to **request action**. Request the opportunity for an interview to discuss how you can use your skills to serve the employer. Offer to send the employer other information they might require such as references, portfolios, more details about your work history, etc. Ask the employer to contact you and tell them the best method (email and/or phone) or, alternatively, tell them that you will be contacting them to schedule an interview.

(Double return spaces)
Sincerely,

(Four return spaces)
Your name

*Notes: Single space within each paragraph. Double space between paragraphs.
Never have your cover letter be more than one page. Don't forget to sign your letter!*