

Basic Cover Letter Model

Create a letterhead or include an inside address: city, state, zip.

Chris Planner

1223 Pleasant Lane
Ames, Iowa 50211
515-234-8745

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Include your telephone # and e-mail address in your inside address or after your signature.

Date

Place current date here

Include a specific name, job title, organization, street address, city, state, zip.
Call the organization to determine a name or if you are unsure of gender

Edward Jones, Director
Slayton Regional Development Center
2401 Broadway Avenue
Slayton, MN 34567

Greeting:

Dear Mr. Jones: (Use a colon, not a comma, in business correspondence)

Address the letter to a specific person, not to whom it may concern...

Paragraph 1. Do not begin your letter with "my name is".
Tell why you are writing this letter. Let the reader know that you are interested in employment opportunities or that you are applying for a position. Include something that you know about the organization or how you learned of the firm or position.

Writing letters is a skill that can be learned with practice.

Paragraph 2. Explain your qualifications, why you should be considered for a position or what you can do for the organization.

Try to inject some of your personality in a professional way.

Paragraph 3. Include a plan of action; ask for the interview or an opportunity to meet in person to further discuss the position and your qualifications.

Closing

Thanks for your consideration; I look forward to hearing from you.

Salutation

Sincerely,

Your signature

Chris Planner (Be sure to sign your letter)

Your typed name

Chris Planner

Enclosure line

Enclosures

This example includes content only. Format and design are highly individualistic and should be compatible with other documents such as resume, references, and samples of work.