

# Basic Cover Letter Model

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

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

Date

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

Greeting:

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

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

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

Closing

Salutation

Your signature

Your typed name

Enclosure line

**Chris Planner**

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

e-mail: [cplanner@iastate.edu](mailto:cplanner@iastate.edu)

Place current date here

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

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

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.

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

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.

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

Sincerely,

*Chris Planner (Be sure to sign your letter)*

Chris Planner

Enclosures