*REMEMBER – this is just a guide.  
Every cover letter should be unique and original.  
Employers know when you are using generic cover letters.

Your Street Address  
City, State Zip Code  
Email Address  
(Area Code) Phone Number

Month Date, Year

Mr./Ms./Dr. First and Last Name of Person  
Position or Title  
Employer Organization’s Name  
Employer Street Address/P.O. Box  
City, State Zip Code

Dear Mr./Ms./Dr. Last Name of Addressee:

Tell the reader why you are writing (i.e., regarding the position that interests you; if appropriate, indicate how you learned of the position and/or organization). Make a general statement about being a good candidate for the job.

Explain why you have targeted this particular organization: demonstrate your knowledge of its products, services, and operations (this means you must research the potential employer). Stress what you have to offer, not what you want from the employer. Identify those parts of your experience (paid or unpaid) that will interest this employer. Students and recent graduates can draw attention to relevant coursework, special projects and campus activities. In some cases, you will add detail to items included in your resume. Refer the reader to your enclosed resume for additional information.

Demonstrate your understanding of the duties of the position that you are applying for, and state how your unique qualifications fit the position. Request an interview appointment, or tell the reader that you will contact him/her soon in order to see if you can schedule a mutually convenient appointment. If the employer is some distance away, indicate when you would be available for an interview. (For example, if you will be traveling to the employer’s location during an academic holiday, indicate the days you will be in that area.) Thank the reader for his/her time and consideration.

Sincerely,

*Sign your name here*

Type your name