**COVER LETTER FORMAT:**

**Your Contact Information**  
Name  
Address  
City, State, Zip Code  
Phone Number  
Email Address

Date

**Employer Contact Information** (if you have it)  
Name  
Title  
Company  
Address  
City, State, Zip Code

[**Salutation**](http://jobsearch.about.com/od/jobsearchglossary/g/cover-letter-salutation.htm)  
Dear Mr./Ms. Last Name, *(leave out if you don't have a contact or using Dear Hiring Manager or one of the other examples below)*

[**Body of Cover Letter**](http://jobsearch.about.com/od/coverletterwriting/a/cover-letter-body.htm)  
The body of your cover letter lets the employer know ***what position*** you are applying for, ***why the employer should select you*** for an interview, and ***how you will follow-up***.

**First Paragraph**  
The first paragraph of your letter should include ***information on why you are writing***. Mention ***the position*** you are applying for and ***where you found the job*** listing. Include the name of a mutual contact, if you have one.

**Middle Paragraph(s)**  
The next section of your cover letter should ***describe what you have to offer*** the employer. Mention ***specifically how your qualifications match the job*** you are applying for. Remember, you are interpreting your resume, not repeating it.

**Final Paragraph**   
Conclude your cover letter by ***thanking the employer for considering you*** for the position. Include information on ***how you will follow-up***.

**Complimentary Close**

Respectfully yours,