

Cover Letter Format and Guidelines



Your name
Your street address
Your state and zip

Date you submit

Mr./Ms./Dr. First Name Last Name
Title of Who is Receiving (ex: Director of Human Resources)
Name of Company
Company's Street Address
Company's state and zip

Mr./Ms./Dr. Last Name (or To Whom This May Concern):

Paragraph 1: Explain –

- Who you are
- What position you are applying for
- How you learned about the job

Paragraph 2: Explain –

- Where you have been and what you aspire to do
- What your research question or focus is
- What background and previous work experience you have
- (If this is an internship) What type of work you intend to do once you have your degree

Paragraph 3: Explain –

- What your skills and interests have to do with this job at this company
- How your skills relate to the job description
- Essentially, what they gaining by hiring you (Why you and not someone else with similar qualifications)

Paragraph 4: Tell them –

- How honored/excited you would be to work at this company
- Your contact information so they could reach you to arrange an interview and thank them for their time

Sincerely,

Your Name