

Cover Letter Format and Contents

Heading – Use the same heading as your resume.

Date

Name of Person & Title (always send your resume to a specific person—do not address *To Whom it May Concern*)

Company/Organization

Street Address

City, State, Zip Code

Dear Dr./Mr./Ms.:

Introduction: State the reason for writing. Name the specific position, or type of work for which you are applying and include the name of the employer/school district. (Mention the resource used in finding out about the opening/organization: news media, friend, faculty, if appropriate.) Briefly connect your own interests/skills/experience with this *particular position/organization*, displaying enthusiasm and showing how you could make a strong contribution. Customizing your cover letters for each role/employer will help you stand out as a candidate, whereas generic form letters can create a negative impression.

Body: The body of the cover letter can be *one or two paragraphs* (the letter should not be longer than one page). Intertwine the research you have done on the organization, school district, or in that field of work and how it connects to your own interests and educational and professional background. Rather than summarizing your resume, look at the job description and highlight the key skills/abilities/experience you already possess that relate to the duties and expectations of the new role. "Connect the dots" for the employer, showing how you are prepared to make an impact in the new role and be successful. Think about what sets you apart from other candidates and most importantly, what qualifications you possess related to the job you are seeking. Point out achievements related to the field and why you enjoy that type of work.

Closing: Indicate your desire for an interview as you restate the name of the organization and position. Demonstrate enthusiasm as you thank the employer for their time and consideration.

Sincerely,

Your Name