Sample Formal Cover Letter Format

Your Street Address  
City, State, Zip  
Current Date  

Better  
(or you can also copy your name and contact information from your resume and insert it here)

Name  
Title or Position  
Department  
Company  
Street Address  
City, State, Zip  

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

Why Them - Attract attention.  Start with a strong sentence. Avoid standard opening sentences like, “I am writing to express my interest.....” Make the match between you and the position or organization. State why you are writing and the name of the position. Indicate how you heard of the opening, and mention any mutual acquaintances or referring parties by name. If you are inquiring about potential opportunities, describe the type of position you are seeking. Personalize the letter by expressing an interest in this particular organization and illustrate you have done some research about the organization.

Why You - Sell yourself. Expand upon your qualifications for the position. Pick out a relevant bullet listed on your resume and discuss it in detail by demonstrating how your background and experience qualify you for the job. Be as specific as possible.

How You Will Follow-Up - Close the letter. Restate your interest and fit in the opportunity and request an interview. Thank them for their time and consideration.

Sincerely,  

(Sign your name here)

Your typed name  

[4 returns]

[2 returns]