Blue Print for a Cover Letter

Your Name  (or use your Resume Header as a Cover Letter Header)
Address
City, State  Zip

Date

Hiring Manager Name (if known)
Organization Name
Address
City, State  Zip

Dear Ms./Mr./Dr. __________,
(Note: find out to whom to address the letter, otherwise use Hiring Manager or Search Committee, etc. – Stay away from: To whom it may concern!)

1st Paragraph: Introduction. State reason for letter (application, inquiry, follow-up from job fair). Briefly state your credentials (i.e. I am a graduate of University of South Florida St. Petersburg with a Bachelor of Art in Mass Communication). State your interest in the organization and/or how you discovered the position. (i.e. Mr. Bob Jones referred me to your organization or I am interested in working for a small business, or briefly state why you would be good for the job). Mention something about the organization that shows you have done your research on them.

2nd Paragraph: Go into detail on why you are perfect for the job. Discuss your skills/qualities that match what they are looking for in their job description or posting. Do not just restate your resume, go into detail but be concise. Note: Do not start every sentence with I. Be creative and change it up - it will make it more exciting to read. This paragraph is your chance to really show them what you have. Use terminology and phrases that relate to your field to show your knowledge.

3rd Paragraph: Restate interest (not word for word). Ask for an interview or meeting. State that you will follow up by email or phone. Give your contact information (include ePortfolio or LinkedIn website address if you have one). Thank the organization for consideration.

Closing Phrase (Sincerely, is the best and most professional),

Your Signature (don’t forget to sign if you are mailing a hardcopy!)

Your Typed Name

The key to a good cover letter is that it is job specific! Written for precisely that job application!