Cover Letter Format

[**Your Contact Information**](https://www.thebalance.com/how-to-include-your-contact-information-in-a-cover-letter-2060312)  
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

* [Cover Letter Contact Section Examples](https://www.thebalance.com/how-to-include-your-contact-information-in-a-cover-letter-2060312)

[**Salutation**](https://www.thebalance.com/cover-letter-salutation-2060313)  
Dear Mr./Ms. Last Name,

* [Cover Letter Greeting Examples](https://www.thebalance.com/cover-letter-salutation-2060313): Note: If you do not have a contact name, you can skip the salutation entirely. Or, you can use Dear Hiring Manager, To Whom It May Concern, or one of the other examples listed in the link. Ideally, you will be able to address your cover letter to a specific person. Doing research can help you figure out who is the most appropriate person to receive the letter. Note: If you do not know the gender of your contact, you can write out the person's full name, e.g., "Dear Cory Smith"or "Dear Jordan Parish."

[**Body of Cover Letter**](https://www.thebalance.com/what-to-include-in-the-body-section-of-a-cover-letter-2060306)  
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. Organize the body of your cover letter into the following paragraphs:

* **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. Think of this section of the cover letter as where you're making a pitch for your fit as an employee and show makes you a great candidate. Keep in mind that employers will be more interested in what you can do for them, than a list of your background. Make the connection between your qualifications and the job requirements clear. Use this section to interpret your resume—don't repeat from it verbatim.
* **Final Paragraph**  
  Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up. Optionally, you can briefly restate why you would be a good fit for the position.

[**Complimentary Close**](https://www.thebalance.com/formal-letter-closing-examples-2062307)  
Respectfully yours,

* [Closing Examples](https://www.thebalance.com/cover-letter-closing-examples-2060311)

**Signature**

Handwritten Signature *(for a hard copy letter)*

Typed Signature

* [Signature Examples](https://www.thebalance.com/how-to-sign-a-cover-letter-with-signature-examples-2060309)

Email Subject Line

When you're [sending an email cover letter](https://www.thebalance.com/tips-for-sending-email-cover-letters-2058491), include a subject line that enables the hiring manager to recognize who you are and the job for which you are applying. Here are [sample subject lines](https://www.thebalance.com/email-subject-lines-for-job-applications-2061890) that are appropriate to use in your emailed job application.