**COVER LETTER SUGGESTED LAYOUT**

Name

Street Address

City, State Zip

Phone Number

E-mail Address

Month Day, Year

Mr./Ms./Dr. First and Last Name of Receiver

Position or Title

Employer Organization’s Name

Employer Street Address

City, State and ZIP Code

Dear Mr./Ms./Dr. Last Name of Receiver,

**Paragraph 1 – (Introduction)**

Tell the reader why you are writing, and name a position you are pursuing. Depending on the employer, you may need to describe the Drexel co-op program. If you have a networking contact at this company, you should refer to that person in the first paragraph. Remember to spell their name correctly, have their title.

**Paragraph 2 – (Interest)**

Explain why you are interested in the company. Include information you have gathered about the organization, and list important facts and details. Explain why this company is a good fit for you by relating your knowledge, skills and abilities to their organization. How can you help them (not the other way around)? 3-4 sentences.

**Paragraph 3 – (Experience)**

Detail past experience and how the skills you have developed make you a good candidate for the position. Refer to your resume, but do not summarize it. Focus on one or two skills that correspond with what a position like this requires.

**Paragraph 4 – (Closing)**

Thank the receiver for reviewing your resume and considering you for the position. Indicate that you would appreciate an opportunity to discuss the position in further detail later. It is your responsibility to follow-up with them, don’t be shy, follow up.

Sincerely,

*Sign your name here*

Type your name