

COVERING LETTER FORMAT

Your Contact Information

Name

Address

City, State, Zip Code

Phone/Mobile Number

Email Address

Date

Employer Contact Information (if you have it)

Name

Title

Company

Address

City, State, Zip Code

Salutation

Dear Mr./Ms. Last Name, (leave out name if you don't have a contact and write Dear Sir/Madam)

Body of Covering Letter

The body of your covering letter should let the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow-up.

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 person, if you have one.

Middle Paragraph(s)

The next section of your covering letter should describe what you have to offer to the employer. Mention specifically how your qualifications match the job you are applying for. Remember, you are interpreting your résumé, not repeating it.

Final Paragraph

Conclude your covering letter by thanking the employer for considering you for the position. Include information on how you will follow-up.

Complimentary Close

Respectfully yours,

Signature

Handwritten Signature (for a mailed letter)

EMAIL COVERING LETTER TEMPLATE**Subject Line**

Job Title – Your Name

Be sure to list the job you are applying for in the Subject Line of your email message, so that the employer is clear as to what job you are interested in.

Salutation

Dear Mr./Ms. Last Name or Dear Hiring Manager (if you don't have a contact person)

Body of Email Covering Letter

The body of your covering letter should let the employer know

what position you are applying for, why the employer should select you for an interview, and how you will follow up.

First Paragraph

The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for. Include the name of a mutual contact person, if you have one. Be clear and concise regarding your request. Convince the reader that they should grant the interview or appointment you requested, in the first paragraph.

Middle Paragraphs

The next section of your covering letter should describe what you have to offer to the employers. Make a strong connection between your abilities and their needs. Mention specifically how your skills and experience match the job you are applying for.

Conclusion

If you have attached your résumé, mention it in this paragraph. Then conclude your covering letter by thanking the employer for considering you for the position. Include information on how you will follow up.

Complimentary Close

(Best) Regards,

(Signature)

Your Name

Include your name, full address, phone/mobile number, email address, and LinkedIn Profile URL, if you have one, so that it is easy for hiring managers, recruiters, and contact persons to get in touch.

First Name, Last Name

House No.

Street Address

City, State, Zip

Email ID:

Cell-phone No.:

THE COVERING LETTER LAYOUT

Your Address

In print cover letters, your contact information goes at the top. In emailed communications, it goes under your signature. Spell out the date in print letters. (March 3, 20.. or 3 March 20..) You can leave the date out of emails.

Your name

Mailing address

City, State, Zip

Telephone/mobile number(s)

Email address

Date

Their Address

Address your letter to the person who does the hiring. Call the company and ask for his/her name.

Their name

Professional title (if any)

Company name

Mailing address

City, State and Zip

Salutation

One of the biggest gripes of recruiters is the "To Whom it May Concern." Be sure to avoid it, and use their name.

Dear Mr. (or Ms.) last name

First Paragraph

Get your reader's attention with your first sentence. Always put the employer's interests first. Try not to start your letter with "I". Remember, you want to show your employer that hiring you is in his/her best interest as well as yours.

Body Paragraphs

I would look forward to an interview with your company; you can contact me at the address or phone/mobile number mentioned above/below (as the case may be).

“Thank you for your time and consideration.”

Closing

Yours sincerely,

Your handwritten signature (except for emails)

Your name (typed)

Remember that your covering letter will be seen first. Therefore, it must be very well written. In as brief a manner as possible, tell them in your covering letter why they should hire you. Keep it simple. Use a simple block format with left flush margins and ragged right margins, making it look natural. A well-written covering letter demonstrates your communication as well as organisational skills.