

COVER LETTER FORMATTING

Cover Letter Format

Your Full Street Address (no abbreviations)*
City State, Zip

Month Day, Year

Contact's Name
Contact's Full Title
Organization's Name
Organization's Full Street Address
City, State, Zip

Salutation:

Your address, the date, and the contact's address do not need to be added if you are pasting the letter into the body of an email. Do add them if you attach your resume and cover letter to an email as a PDF.

Opening Paragraph: In the first sentence, state why you are writing and/or the position or type of work for which you are applying. State how you heard of the opening or organization, including the name of your reference person, if applicable. The last line should give a brief synopsis of who you are and what you can contribute to the organization or position. The first paragraph should be three to four sentences.

Middle paragraph(s): Explain why you are interested in working for the employer by demonstrating your knowledge of the organization, and tell the employer how you will perform in your desired position based on concrete references to your previous accomplishments. Think from the employer's point of view as you write. How are you a good fit for the organization? Enhance your resume by connecting the dots between what the employer wants and how your past experience will enable you to fill their needs. When appropriate, talk about the results of your past responsibilities. Write with concise, confident statements. Remember that this letter will serve as a writing sample. If this paragraph starts to get long, split it into two short paragraphs to make them easier to absorb.

Closing paragraph: Indicate that you would like to talk with the employer in person to further discuss the opportunity. Give your phone number and email address in case they would like to contact you for further information. State your planned next steps, such as introducing yourself at the Career Fair, or following-up in a few weeks. Close by thanking the person for their time and consideration.

Sincerely,

(Leave room to sign your name in black ink if you are mailing or hand-delivering the letter)

Type your name

Enclosure (This indicates your resume is enclosed in the envelope; you do not need to add this when emailing your resume.)



COVER LETTER EXAMPLE AND WRITING TIPS

Write a custom cover letter for each position. Use the same font and print it out on the same paper as your resume so your materials look like a package.

Address your letter to a specific person. If you do not have a name, call the organization and ask for the name and title of the person who should receive your letter. As a last resort, you may use "Dear Hiring Manager."

- Focus on the reader's needs, not yours. Make your qualifications clear and emphasize how you can help the organization.
- Research the organization, study the position description, and tailor your letter accordingly.
- Suggest the next course of action (e.g., you will follow up with a phone call).
- Don't assume gender identify, unless you find the recipient's pronouns on LinkedIn or in their signature block. If you are unsure, use their full name or title, e.g. Dear Sam Richardson or

Dear Dr. Burch.

- Sign your name on hardcopy or leave blank if emailing.

Left justify your paragraphs; no need to indent. Leave a space between each paragraph.

5555 Delmar Boulevard, Apt. 5
St. Louis, MO 63130

January 10, 2017

Jennifer Stonebraker
Director of Talent Sourcing
301 South 68th Street Place
Lincoln, NE 68510

Dear Ms. Stonebraker:

Please accept my application materials to join the Emerging Leader Associate Consultant program with the Gallup Organization in Washington, D.C. I learned about this opportunity from the Washington University Career Center website. My strong strategic conceptualization skills, ability to establish and maintain long-term working alliances, and desire to be a life-long learner would allow me to support Gallup's goal of providing cutting-edge employee and organizational performance development.

I managed the process of identifying and coordinating a new philanthropy effort while serving as Vice President of my sorority. As the leader of this process, I strategically considered the issue by collecting feedback from sorority members via surveys, focus groups, and one-on-one conversations. I formed a committee to review the feedback and identify different possible solutions, then took those options back to the larger chapter. I scheduled office hours to answer questions and build support with different constituencies, and we ultimately landed on a philanthropy effort that saw 50% more engagement than previously. My experience driving engagement from sorority members via written methods and in-person meetings would translate well to Gallup's focus on strengthening employee and customer engagement strategies.

It would be a pleasure to discuss with you further your desired qualities for this position. Please contact me at (314) 555-5555 or at ashaw@wustl.edu, if I may answer any additional questions for you. I will be in Washington D.C. March 15-18. If it works for your schedule, I would love to meet with you then to further discuss the position. I will follow-up with you via phone in the near future to discuss the opportunity. In the meantime, thank you for your consideration. I look forward to talking with you.

Sincerely,

Allison Shaw

Allison Shaw