



Cover Letter Formatting

Program

- Microsoft Office Word is the most efficient because of the ease of editing and formatting
- Avoid using a template – formatting is usually not correct and recruiters can tell

Style

- Keep the cover letter to one page
- Avoid photos or graphics
- Margins need to be equal on the top, bottom, left, and right
 - 1.0 (Largest)
 - 0.9
 - 0.8
 - 0.7 (Smallest)
- Use black for font, no other colors. Consider using Times New Roman or the font you used on your resume. Hanging fonts that are suggested include:

Arial Narrow	Centaur	Georgia
Bell MT	Constantia	Goudy Old Style
Cambria	Garamond	Palatino Linotype
- Font size for your content should be anywhere from 12-10 pt. size

Heading Information to Include

You can use the same heading from your resume. If not, format it in block style with the following information:

- Full name
- Permanent address and/or local address, or just city and state
- Optional: Email address and telephone number

The Date

Write out the date that you are submitting your application. It should be formatted like this:
Month XX, 20XX

Employer Information to Include

After your heading, be sure to write the employer information, including whom they want it sent to:

Mr./Ms./Mx. First and Last Name of Contact
Title of Employer
Company/Organization
Street Address
City, ST Zip

If there is no direct person to send your application to, include this information:

Company/Organization
Street Address
City, ST Zip

Addressing the Letter

Address the letter by utilizing one of the following:

- If there is a direct person: Dear Mr./Ms./Mx. Last Name of Contact
- Dear Hiring Manager
- Dear Human Resources
- Dear Selection Committee



Cover Letter Sentence Starters

Introduction Paragraph Sentence Starters

I am elated to apply for the _____ position available through the _____ department.

It is with great interest that I am applying for the position of _____.

I am eager to apply for the position of _____ because I have the _____ skills that would allow me to be successful in this role.

I am interested in the position and your company because _____.

Body Paragraph Sentence Starters

My experience as a _____ has proven my ability to _____.

My previous experiences have prepared me for the responsibilities required for the _____ role.

I am confident that I can be a valuable asset to your team because _____.

My _____ and _____ skills make me a strong candidate for this position.

My _____, _____, and _____ skills would aid me in completing these duties.

I am excited about the opportunity to put my skills to work as a _____ for _____.

Conclusion Paragraph Sentence Starters

This role combines my skills in _____ with my passion for _____.

I am eager to learn more about _____ and would like to discuss my qualifications with you.

I look forward to further discussing the position and my qualifications with you.

I can be contacted by phone at (123) 456-7891 or email at emailaddress@gmail.com

Thank you for your time and consideration. I look forward to your reply.