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.