|  |  |
| --- | --- |
| **Your Name** | ***Your Contact Information***  Your City, State Zip Code  Your Phone Number  Your Email Address |

*The first section or header of your cover letter should include information on how the employer can contact you. If you have contact information for the employer, include that below. Otherwise, just list your information.*

Date

Employer Contact Information

Name

Title

Company

Address

City, State Zip Code

**Salutation**

Dear Mr./Ms. Last Name:

**Body of Cover Letter**

*The body of your cover letter lets 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 how you learned about it. Include the name of a mutual contact if you have one. Be clear, concise, and enthusiastic regarding your interest in the job. Your goal is to build rapport and convince the reader that they should grant the interview or appointment you will request in your final paragraph.

***Middle Paragraphs:***

The next section of your cover letter should describe what you have to offer the employer. Make strong connections between your abilities and the employer's needs. Mention specifically how your skills and experience match the job you are applying for. Remember, you are interpreting your resume, not repeating it. Try to support each statement you make with a specific piece of evidence, quantifying unique achievements with percentages, numbers, or dollar figures when you can.

Use several shorter paragraphs or bullets rather than one large block of text so that your letter is easy to read. Using bullets to highlight four or five specific strengths you can offer the employer will help this information to “pop” on the

page.

***Final Paragraph:***

Conclude your cover letter by thanking the employer for considering you for the position and requesting a personal interview. Include information on how you will follow up. State that you will do so and indicate when (one week's time is typical).

***Complimentary Close***

Respectfully yours,

***\*Signature here\****

Handwritten Signature (for a hard copy letter)

Your Full Name Here

Questions? [Schedule an appointment](https://book.appointment-plus.com/d7ns9258/#/) with a member of the OCDE Team!