Cover Letter Template

2" margin (10-12 lines) from top of the page

Your Address (do not put your name here)
Today's Date
(3 spaces)

Recruiter's Name (if you don't have one, get one!)
Title
Company/School District
Company/School Address
(2 spaces)

Dear Mr./Ms./Dr. Last Name:
(2 spaces)

This is the "why I am writing to you" paragraph . . . immediately tell the employer the position for which you want to be considered and what makes you the best candidate for that position. If you are responding to a job ad, be sure to reference the name of the publication and the date the ad appeared. Also, if you have been referred, include that person's name and their relationship to you. Short paragraph (2-3 sentences).
(2 spaces)

This is the "why I am qualified" paragraph which briefly highlights and details some of your most relevant experience and qualities as they relate to the job for which you are applying. Detail how you could contribute to the company and relate your experience and skills to the specific job qualifications. TIP: Pick 2-3 points you want to make and provide specific examples to support those points. This is the longest paragraph of the letter (you may break it into 2 paragraphs if it looks too lengthy.
(2 spaces)

This is the "back to business" paragraph which gets back to your reason for writing. Refer to your enclosed resume, request an interview, let the reader know what will happen next (you will contact them, etc.) and thank the reader for his/her time and consideration. You should give your phone number in this paragraph (how to reach you).
(2 spaces)

Sincerely,
(4 spaces to allow for signature)

Your typed name
(2 spaces)

Enc. (this indicates that you have enclosed your resume)

Remember, the cover letter is always loose on top!!