

How to Write A Cover Letter



career services
at Saint Paul College

Start with a blank document with font size and style set to match your resume. Use formal business correspondence style.

(heading and font to match your resume)

(Month day, Year) 
(4 line spaces)

First and Last Name (address to a specific person if possible)
Title 
Company Name
Company Address
City, State, zip code

Dear Ms. (Last Name):

RE: (position you are applying for, including ID number if there is one)

(Introduction) Name the position you are applying for and how you heard about it. If someone referred you make sure to mention that. Tell *why you are interested* in this position and include a positive statement about the company (look at their mission statement for clues and key words). Persuade them to continue reading. Keep the emphasis on what you have to offer the company – enough to pique the reader’s interest. Convince them to keep reading (and call you for an interview).

(Body) (1 or 2 paragraphs, depending on the extent of your qualifications) - Describe your skills, experience, and education that match the job requirements. Refer to the job posting and use the same wording, expanding on your unique qualities and how they “fit” with the employer. Give specific examples – they help you stand out from everyone else by convincing the reader that you are not simply copying the information from the posting or using a form letter. Refer to your resume but don’t copy it word-for-word. Instead, use a more personal voice.

(Conclusion) - This is the “action” paragraph. Convey your interest and enthusiasm for the position. State your desire for an interview. Thank the reader for their time and consideration of your application.

Sincerely,

(4 spaces) *Your Signature* 

Your Typed Name