

# COVER LETTER FORMAT-EMAILING

**To:**

**CC:**

**Subject:**

Dear First & Last Name:

*1 Space*

**Opening Paragraph** – In your initial paragraph state the reason for the letter, name the specific position or type of work for which you are applying. Explain from which source (career services, friend, company website, job board, etc.) you learned of the opening.

**Middle Paragraph** – In this paragraph state why you are interested in the position, the company, its products or services. Above all, note what you can do for the employer. If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position. If you have some practical work experience, point out your specific achievement or unique qualifications. Avoid repeating information the reader will find in a resume.

**Closing Paragraph** – In the closing paragraph, indicate your desire for a personal interview and your flexibility as to the time and place. Repeat your phone number and email address in the letter—this assists the employer in hopefully making a speedy response to you. Close your letter with a statement or question that will encourage a response. For example, state that you will be in the city where the company is located on a certain date and would like to set up an interview. You can also write that you will call on a certain date to set up an interview. Or ask if the company needs additional information or references.

↓  
*2 Spaces*  
Sincerely,

↓  
*2 Spaces*

**First Name Last Name**

Address

City, State Zip

**Phone:** 507-111-1111

**Email Address:** [firstname.lastname@hotmail.com](mailto:firstname.lastname@hotmail.com)

**NOTE: FOLLOW UP IS CRITICAL TO YOUR JOB AND INTERNSHIP SEARCH. ALWAYS CONTACT THE EMPLOYER WITHIN 2 WEEKS OF SENDING YOUR COVER LETTER AND RESUME.**