

Cover Letter Format

JANE Q. DOE

Don't forget that your header should match your resume header!

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Date

Name of Contact Person, Title
Organization Name
Street Address
City, State, Zip

Your goal is to convince the employer that a discussion with you would be worthwhile even if they have no immediate hiring plans.

Dear Mr. /Ms. Last Name:

- **Opening Paragraph**

Use this paragraph to get the employer's attention. Show your initiative, and what you have learned about the company that makes it attractive to you. Identify what position you are applying for and how you learned about the position. If you have been referred to the position by someone in your network, include that information here.

- **Body of the Letter**

This section of the letter is where you justify your qualifications for the position. Match your qualifications to the specific job requirements, using examples of your work experiences and achievements to convey your points. Do not duplicate information on your resume; rather highlight or add pertinent details of interest to the employer in this section.

- **The Closing**

The final paragraph is used to “ask for the order” which translates to “ask for the interview”. Indicate that you will take the next step, which is most likely a follow-up phone call. State that you will call in a certain number of days to determine what additional information may be needed. In the case of a letter of inquiry, if you will be traveling to a specific region or city, disclose when that visit will take place.

Sincerely,

Your Signature

Your Name Typed

Be sure to record the call-back date in your planner! And then, make the call. You're only as good as your word!