



## COVER LETTER FORMAT

P.O. Box 5006  
R-MC Box 123  
Ashland, VA 23005

Your address  
and date

March 1, 2020

Joe/Joan Employer  
Vice President  
Statues Incorporated  
3401 Monument Avenue  
Richmond, VA 23221

Name, title,  
organization, and  
address of recipient

A well-written cover letter is targeted  
for a specific organization and/or  
position. Don't plan to create a form  
letter and expect to get results!

Dear Mr./Ms. Employer:

First, indicate the purpose of the letter. Identify the position for which you are applying, or the type of career opportunities about which you are inquiring. Mention briefly how you learned about the opportunity or organization.

This should comprise the bulk of the letter. Explain concisely why you are interested in working for this particular organization and in this type of work. You should have researched the career and the organization enough to know what skills and qualities are sought in candidates. This letter is the opportunity to outline and describe work and/or educational experiences and achievements relevant to the position for which you are applying. Pick two or three relevant items and give brief examples of demonstrated skills, significant learning, and/or positive results. Cite examples of how you meet their need or fit the profile of their ideal candidate. You may want to close this paragraph by referring the reader to your enclosed résumé for further information about your skills and experiences.

You should close the letter by directly and assertively indicating "where to go from here." Restate your interest in the organization and position. Indicate your willingness to provide any additional materials that may be required. This paragraph should also pave the way for an interview by asking for an appointment, or by offering to call the employer in the near future, or by some similar suggestion to facilitate and immediate and favorable reply. Be sure to indicate a phone number at which you can be reached.

Respectfully,

Complimentary  
closing, signature,  
and printed name.

Jane Doe  
Enclosure (1)

And don't forget  
your résumé!