

## Cover Letter Format

**[Center your letter in the middle of the page]**

Your Address

Any City, State 12345 **[2 spaces]**

Date **[4 spaces]**

Contact's Name

Title

School

Address

City, State Zip **[2 spaces]**

Dear (Dr., Mr., or Ms. Last Name): **[2 spaces]**

**Opening Paragraph:** Begin the letter by stating why you are writing and why you are interested in that particular internship/job/organization. When possible, name the position for which you are applying and how you heard of the opening. Be sure to mention your degree and the institution you graduated from. If you are writing as a result of a personal referral, someone known to the reader, state it in the first sentence (be sure to have the person's permission to use his/her name.)

**Middle Paragraph(s):** Describe your interest in the position. Refer to your academic training and highlight any relevant work experience as it relates to the specific qualifications of the position. Emphasize how your experiences can be of value to this particular position or organization. Present the most relevant information you want the employer to consider. Balance confidence with humility. It should merely sum up what you have to offer and act as an introduction of your resume.

**Closing Paragraph:** State your desire to arrange an interview. Make it easy for the employer to respond by: **1)** including your telephone number and the times when you are available to receive calls, **2)** indicating when you will contact the employer, or **3)** stating when you will be available for an interview. **[2 spaces]**

Sincerely, **[4 spaces]**

**Sign Your Name**

Your Name (Typed) **[2 spaces]**

Enclosure



Career Services

LU 110

<http://web.csp.edu/careerservices/>

September 20, 2005