

Your name and address header
Used on resume

Date

Comment [TB1]: Written like January 2, 2007
Should be at least 4 spaces from header

Name (first, last, suffix)
Title
Company/School
Street
City, State Zip

RE: Position 5976

Comment [TB2]: If you desire and a position number is available OR if required

Dear Mr. Smith:

Comment [TB3]: Mr/Ms/Dr then last name, and then a colon not semi-colon

First paragraph – includes specific position, how you learned about it and why you want to work for the firm. This should be 3 or 4 sentences.

Second paragraph (& possibly third paragraph) – your skills/experiences/education as they relate specifically to this position. Do not regurgitate your resume here.

Last paragraph – Thank you, if you will contact or if they can contact you

Sincerely,

Comment [TB4]: Cordially, Sincerely and Cordially are the only two acceptable options (coma after the word)

Your signature

Comment [TB5]: Your actual signature in blue or black

Your name

Comment [TB6]: Typed – should match header (don't switch to nickname) Also is three or four spaces below the sincerely so there is room for signature

Enclosure

Comment [TB7]: Only if you have said resume enclosed earlier in letter

Please note:

There is too much white space between "enclosure" and the bottom of the page. I have shown you basic spacing above (2 lines between paragraphs). If you prefer indented paragraphs then you are using modified block format, and therefore your date, and signature info should be lined up in center of page. No indented paragraphs with block format.

Your cover letter is one page and only one page.