Date

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

RE: Position 5976

Dear Mr. Smith:

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,

Your signature

Your name

Enclosure

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.