

Cover Letter Formula

Your Street Address
Your City, State, and Zip
Your (area code) Telephone

(space)

(space)

Date:

(space)

(space)

His/Her Name

His/Her Title

His/Her Organization Name

His/Her Street Address

His/Her City, State and Zip

(space)

(space)

Dear Mr. /Ms. /Dr. Name:

(space)

Paragraph #1: **Introduction – Be sure to include the following 3 items:**

A. Tell them who you are:

“I was recently awarded a B.F.A. degree...”

B. Tell them how you know them:

“Your slide presentation during your April recruiting visit to CIA was stimulating...”

C. Tell them why you are writing them:

“I am exploring employment opportunities in your firm...”

(space)

Paragraph #2: **Why YOU are the best possible candidate:**

A. Highlight an area of your resume which might be of particular interest to them:

“The experience gained through my internship with ACME Publishers, provided me with the time management skills...”

B. Tell them what specifically you have to offer:

“My innovative work with CIBA chrome images would enhance your gallery’s photographic collection...”

C. Tell them what you hope to gain:

“As an entry level designer with your firm, I would further develop my rendering skills...”

(space)

Paragraph #3: **Closing: What is your next step**

A. Suggest a follow-up to this letter:

“I will be in your area next month, and will call to arrange a convenient time for you to review my portfolio...”

B. **Thank Them:**

“Thank you for reviewing my credentials...”

(space)

Sincerely,

(space)

(space) your flourishing signature

(space)

(space)

Your Typed Name

Enclosure: resume