COVER LETTER BREAKDOWN

1. **Use a heading identical to your resume’s heading.**

2. **Include the full date of your application, followed by 2 blank lines.**

3. **Address your cover letter to the hiring manager or whomever will be reviewing your application. If you are unsure who this is, call the organization and ask. Use their complete mailing address, and use a professional salutation followed by a colon, as shown here.**

4. **1st paragraph: After researching the company, introduce your skills relevant to the position and express genuine interest in the opportunity.**

5. **2nd paragraph: Explain why you’d make a great employee by elaborating on specific accomplishments and skills.**

6. **3rd paragraph: End your cover letter by reiterating your interest and skills. Use confident language, such as: “I look forward to hearing from you.” NOT: “I hope to hear back...”**

7. **Leave a few lines of blank space before your name and sign the cover letter by printing, signing and scanning the letter, or using an electronic signature.**