

Your address

# Cover Letter Format

Date (SKIP FOUR LINES)

Name of Contact Person  
Title  
Organization  
Street Address  
City, State, Zip Code

Dear Ms., Mr., and Dr. (etc): (Never say To Whom It May Concern or Mrs.)

## 1<sup>st</sup> Paragraph- Introduction

- State who you are and your purpose for writing:  
Example:  
I am a sophomore at MassBay Community College majoring in \_\_\_\_\_.  
I am interested in the \_\_\_\_\_ position/internship that I saw posted on \_\_\_\_\_.

## 2<sup>nd</sup> Paragraph-Highlight your skills and abilities in relation to the position

- Use the job posting and using a highlighter, highlight that you know you have.
- After highlighting your skills on the posting, go back and number the highlights.

### Sample Posting:

#### Position: Special Events and Public Relations Associate

Looking for an 1) **organized individual with the ability to multi-task**, experience with **event planning**, and **marketing** a must. The job requires a great amount of verbal and written communication skills.  
Should be familiar with sales process.

- 1) I am an extremely organized person who creates task sheets to keep track of my daily goals.
  - 2) The event planning experience that I gained from..... allowed me to learn..... (specific) skills.  
*Note: Give an example of a project that you are especially proud of completing. It is ok if it was for a class.*
  - 3) I have worked intensely with creating and promoting marketing materials, such as..... for.....
- Please see my attached resume that describes my experiences in further detail.

## 3<sup>rd</sup> Paragraph- Closer, Follow up and Thank you (show that you researched the company in some way)

Example:

I am always searching for avenues that allow me to learn about areas that interest me. Name of company or organization interests me because it encompasses all of the areas that I feel will help enhance and complement my classroom experience. Especially in the following areas \_\_\_\_\_.

I look forward to discussing my experience and qualifications with you. You can reach me at (phone number) or via e-mail at \_\_\_\_\_.

Sincerely,  
Your Signature  
Your name in print