Sample Cover Letter Block Format

Your Name

Your Address

Your City, State, Zip Code

Your Phone Number

Your Email

Date

Name

Title

Organization

Address

City, State, Zip Code

Dear Mr./Ms. Last Name:

First Paragraph: Why You Are Writing. Remember to include the name of a mutual contact, if you have one. Be clear and concise regarding your request.

Middle Paragraphs: What You Have to Offer. Convince the readers that they should grant the interview or appointment you requested in the first paragraph. Make connections between your abilities and their needs or your need for information and their ability to provide it.

Final Paragraph: How You Will Follow Up. Remember, it is your responsibility to follow-up; this relates to your job search. State that you will do so and provide the professional courtesy of indicating when (one week's time is typical).

Sincerely,

Your Signature (hard copy letter)

Your Typed Name