**Discussion:**

**Cover Letter Layout**

***Same Heading as Resume***

Contact Name

ContactTitle

Contact Department

Company Name

Company Street Address, Apartment #

Company City, State Zip

Company Phone Number

Company Fax Number

Date

Dear Ms./Mr. [Contact Name],

***INTRODUCTION***

* One paragraph in length
* Engage the reader
* State the reason for the letter (What position you are applying for)
* Make a connection with the reader
* Use Google.com to research the company. Include a statement that demonstrates your knowledge of the company
* Include the names of any inside connections (name drop)

***BODY***

* Sell yourself as the unique solution to the challenges that the company faces
* Link your skills, experience and education to the needs of the company
* Be specific; Present past accomplishments as evidence of your unique value proposition
* Focus on two or three strong selling points
* I/My should equal You/Your
* One or two paragraphs

***CLOSING***

* Statement of gratitude (Thank the reader for his or her time…)
* Initiate action (e.g. *I will follow up with a phone call in three business days*…)

Sincerely,

Your Signature  
Your Name Typed

Your Phone Number