Your Name

Cover letters follow a standard format called a Modified Block Business Letter

This should match the heading on your resume

34 Cornell Drive

Canton, NY 13617

(315) 386-7119

lastname@email.com

Date

The name and information of the person you are writing. If you don’t know the name…CALL and ask!

Their Name, Director of Human Resources

Company

Address

City, State Zip

Note the colon! Formal letters use colons here, not commas!

Dear Mr. Name:

Please accept my application for your \_\_\_\_\_\_position.

Paragraph 2

Paragraph 3

Thank you for your time and attention.

Sincerely,

DO NOT use a script font to ‘fake’ a signature. Leave it blank OR scan your signature and insert it as a picture. Career Services can help.

Your Name

Enclosure(s)

Use “Enclosure” if, with your letter, you are including one other document (like a resume). Use “Enclosures” if you are enclosing two or more (like a resume and list of references).