

Suggested Formula for Cover Letter Writing

(Date)

(Designation & Full Name of Contact Person)
(Position)
(Name of Establishment)
(Address of Establishment)

Dear Mr/Ms. _____ ,

First Paragraph:

- Introduction: Name, Degree and Concentration, and expected Year of Graduation
- Specify the position that you are applying for / type of position that you are seeking.
- Indicate how you found out about the opening or the organization.

Second Paragraph:

- This is where you communicate why the employer should consider you for an interview.
- Elaborate on one or two of your main qualifications (based on skills/ experience) which you think would be of greatest interest to the employer.
- Point out if you have already had related experience or specialized training/certification.
- Remember to refer the reader to the enclosed resume.

Third Paragraph:

- Close by restating how interested you are in the position and that you would very much appreciate it if they can schedule you for an interview.

Sincerely,

(Signature)
(Your Name)