

# SUGGESTED COVER LETTER FORMAT

CAREER SERVICES \* VILLANOVA UNIVERSITY \* CORR HALL \* 610-519-4060  
<http://careers.villanova.edu>

Street Address  
City, State, Zip  
Date

Name  
Title  
Name of Organization  
Street Address  
City, State, Zip

Dear Mr./Ms. \_\_\_\_\_:

## FIRST PARAGRAPH:

Tell Why you are writing the letter (be clear about the position or type of position you are seeking). Attract the employer's interest by briefly touching on your specific knowledge of the company and/or position. Is this an inquiry or are you applying for a job? How did you find out about the position or the organization? If someone referred you, you may mention his/her name here. Give a brief statement demonstrating your specific interest in the organization/field.

## MIDDLE PARAGRAPH(S):

Your middle paragraph(s) should communicate precisely what you have to offer the employer. Why do you want to work for this organization? How has your background prepared you for this position? Select your most relevant details and skills from past experiences that relate to the position/organization at hand. Show the employer how your background matches the requirements of the job. Avoid vague statements; back up claims with specific examples. Refer to your resume. (Your middle paragraph(s) is critical to your success.)

## CLOSING PARAGRAPH:

Closure. Restate your interest and willingness to meet the employer. Elicit a response and/or mention that you will follow up with phone call if appropriate. Thank the employer for his/her time and consideration of your application/inquiry.

Sincerely,

(Handwritten signature if mailing or faxing)

Your typed name  
Enclosure

## NOTE:

- **Sell yourself!**
- **State your case concisely**
- **Follow up with the employer**
- **Cover letters should be individualized for each employer**
- **Keep a copy for yourself**
- **Double check your grammar and spelling**
- **Have others proofread your work**
- **Cover letters are typically one page**