

## GENERAL FORMAT FOR A COVER LETTER

### Remember:

- Use complete title and address.
- Address the letter to an individual.
- Make the addressee want to read your resume!
- Show personality and enthusiasm in the letter!
- Be brief and specific - your resume contains the details.
- Keep margins equal, center letter on page.
- Recommended margins: Top/Bottom 1 inch; Right/Left 1.5 inch.
- Always sign your letter!
- Indicate enclosure if attaching your resume

### Format:

Location	Item
1 inch from top of page	Applicant's Address City, State, Zip
2 hard returns (enters)	Date
2 hard returns	Employer's Name Title Address City, State, Zip
2 hard returns	Salutation:
2 hard returns	First Paragraph
2 hard returns	Second Paragraph
2 hard returns	Closing Paragraph
2 hard returns	Sincerely,
4 hard returns	Your Name (typed)
2 hard returns	enclosure