[COVER LETTER FORMAT – Simmons College Career Education Center]

Your Street Address (no abbreviation)***
City, State, Zip Code

Date of Letter

Jane Smith (Contact Name)
Associate Director of Human Resources (Contact Title)
XYZ Company (Company name)
106 Central Street (Street Address)
Boston, MA 02115 (City, State, Zip Code)

Dear Ms. Smith: (Mr./Ms. Last name: -use colon)

Paragraph 1: State the purpose of the letter

- Tell why you are writing. Name the position you are applying for and how you heard about the position
- Explain why you are interested in this specific company/position
- Establish the basis for why you are a strong candidate. In a job search you focus on what benefit you bring to the company.

Paragraph 2: Make the match – Sell yourself

- Highlight the skills and experience that are relevant to this position
    - Review the job description and identify the skills and experience needed
    - Make the match – Match your skills to the position
- Include examples
- Use work experience to show how you developed the skill
- Also can use academic experience to support your case

Paragraph 3: Closing

- Thank reader for their consideration
- Suggest an interview or meeting to discuss your qualifications
- Identify follow up steps

Sincerely,

Your name signed (If hard copy)

Your name typed

**** As another professional letterhead format, you may use the contact information header from your resume.*