Date: Input the date in which you are submitting the application

Mrs. Smith
Position Title
XYZ Company
Company Address
City, State, Zip

1) Dear Mrs. Smith,
   *If name is unknown look at options 2 and 3

2) Dear Hiring Manager:
   - NEVER say “To Whom It May Concern”

3) Dear Search Committee:
   - Only if you are positive it is a search committee

The Cover Letter should follow a four paragraph approach. The first paragraph is the Open paragraph. Here you will acknowledge the position and company that you are applying to, mention who you including your name, your major, your school and your expected graduation date, and explain your objective/goal for applying. This first paragraph should be about 3-5 sentences long.

Paragraph number 2 is the Why I am Perfect paragraph and should be about 5-7 sentences long. This is your chance to identify the 2-3 main things the company is looking for and address how they pertain to you. Be sure to review the application and identify what the company wants and explain how you would be a positive addition to their company.

Paragraph number 3 is the Kiss Butt paragraph which should be about 5-7 sentences long. This is your chance to turn the attention to the company. Within this paragraph you want to explain why they company is a perfect fit for you. You may want to look up the mission statement or any community involvement the company partakes in and emphasize why you want to work there. Accentuate what makes this company “special”.

Paragraph 4 is the Close paragraph and should be 3-5 about sentences long. Here you should thank the company for their time, mention how you look forward to hearing back from them, remind them of your email and phone number, and how you look forward to possibly meeting them in an interview.

Sincerely,

[Enter]
[Enter]
[Enter]

Name________________

* Feel free to type out your name or print it out and sign it and scan it into the computer.