

COVER LETTER GUIDE



**ALUMNI AND
CAREER SERVICES**
COLORADO MESA UNIVERSITY

Your Name

Your phone number | your email address | City, State

Use same header
as resume

Today's date

Date you submit
cover letter

Contact person's name (if available)

Organization Name

Specific Department (if applicable)

Street Address

City, State Zip code

Whenever possible, address your letter to a specific person or department (e.g., "Dear Mr. Smith," "Dear Hiring Manager," or "Dear [Company Name] Team").

Salutation,

Introduction Paragraph

Introduction Paragraph provides an enthusiastic reference to your interest in the position. For a more personal or creative letter, you can add in a very brief (2-3 sentences) anecdote or explanation of why you're interested in this particular employer or job or feel connected to their values—as long as you mention the position title and the specific employer somewhere in this 1st paragraph. Close with a clear statement of your qualifications that you'll explain in more detail in the body paragraphs—be specific! A good cover letter explains why you'd be a good fit in the 1st paragraph.

Body Paragraph

Body Paragraph opening sentence introduces a different experience or skills that you'll go into depth in this paragraph. The next sentence should include a specific example of your relevant experience or tell a story about an experience that shows how you've used any of the skills listed in the job description. You can explain one type of skill or experience in depth or use the paragraph to give multiple examples of skills or experiences. Closing sentence connects what you've done before with what you can provide in the future if hired.

Closing Paragraph

Closing paragraph opening sentence summarizes your qualifications and repeats your interest in the position. Optionally, you can include one more additional fact or expression of unique connection to the role or employer. Thank them for their time and consideration of your application.

Signoff,
Your Name

Signoff: End with a professional closing such as "Sincerely" or "Best regards," followed by your full name. Optionally, include your contact details again beneath your signature.