Cover Letter Formula

Your Street Address
Your City, State, and Zip
Your (area code) Telephone

Date:

His/Her Name
His/Her Title
His/Her Organization Name
His/Her Street Address
His/Her City, State and Zip

Dear Mr. /Ms. /Dr. Name:

Paragraph #1: **Introduction – Be sure to include the following 3 items:**

A. Tell them who you are:
   “I was recently awarded a B.F.A. degree...”

B. Tell them how you know them:
   “Your slide presentation during your April recruiting visit to CIA was stimulating...”

C. Tell them why you are writing them:
   “I am exploring employment opportunities in your firm...”

Paragraph #2: **Why YOU are the best possible candidate:**

A. Highlight an area of your resume which might be of particular interest to them:
   “The experience gained through my internship with ACME Publishers, provided me with the time management skills...”

B. Tell them what specifically you have to offer:
   “My innovative work with CIBA chrome images would enhance your gallery’s photographic collection...”

C. Tell them what you hope to gain:
   “As an entry level designer with your firm, I would further develop my rendering skills...”

Paragraph #3: **Closing: What is your next step**

A. Suggest a follow-up to this letter:
   “I will be in your area next month, and will call to arrange a convenient time for you to review my portfolio...”

B. **Thank Them:**
   “Thank you for reviewing my credentials...”

Sincerely,

Your flourished signature

Your Typed Name
Enclosure: resume