

**General Content for Cover Letter**  
Provided by UK's James W. Stuckert Career Center

Your Present Address  
City, State, Zip Code  
Date

Mr./Ms. Name of Individual  
Job Title of Individual  
Company or Organization Name  
Street Address or P.O. Box Number  
City, State, Zip Code

Dear Mr./Ms./Dr. \_\_\_\_\_:

The first paragraph indicates why you are writing. State the position you are applying for and how you learned of it. Emphasize what you offer to the employer related to the position you are seeking (not what they can do for you). Cover letters are usually three to five paragraphs long, centered on one page, and written in a conversational style with short sentences.

The middle paragraphs highlight the most significant information the employer will find when they read your resume. Briefly state your qualifications. Describe your education, highlighting your specialized training, related courses, and class projects.

Describe your work experience, activities, and skills which are related to the job you are seeking. Provide specific examples of accomplishments and situations where you demonstrated job related skills. You may also add information about your experiences or personal work characteristics not listed on your resume.

Summarize your qualifications and interest in the employer. Close the letter with an appropriate request for action. (Ask the employer to contact you and provide your phone number, OR indicate when you will contact them to arrange a mutually convenient time to meet.) Thank the employer for their consideration.

Sincerely,

(your signature in black ink)

Full typed name