**Cover Letter Formats**

**Subject Line:** Job Title - Your Name  
Be sure to list the job you are applying for in the Subject Line of your email message, so the employer is clear as to what job you are interested in.

**Salutation:**  
Dear Mr./Ms. Last Name or Dear Hiring Manager *(if you don't have a contact person)*

**Body of Email Cover Letter:**  
The body of your cover letter lets the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow-up.

**First Paragraph:**  
The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for. Include the name of a mutual contact, if you have one. Be clear and concise regarding your request. Convince the reader that they should grant the interview or appointment you requested in the first paragraph.

**Middle Paragraphs:**  
The next section of your cover letter should describe what you have to offer the employer. Make strong connections between your abilities and their needs. Mention specifically how your skills and experience match the job you are applying for. Remember, you are interpreting your resume, not repeating it.

**Conclusion:**  
If you have attached your resume, mention it in this paragraph. Then conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up.

**Complimentary Close:**

*Thank you for your consideration,*

*Sincerely,*