

## FORMAT FOR A COVER LETTER

(Acceptable fonts: Verdana, Arial, Times New Roman. Acceptable font sizes: 10, 11, 12, 14)

Your Street Address  
City, State, Zip Code  
Date

Name of Addressee  
Title of Addressee  
Name of Company  
Company Street Address  
Company City, State, Zip Code

Salutation:

Paragraph One  
Introduction  
Reason for Letter

Paragraph Two  
Area of Interest  
Comment on Company

Paragraph Three  
Refer to Resume and/or supporting material  
Why You

Paragraph Four  
Next Step

Closing

Your Signature

Your Name Typed

Enclosure(s)