

# Cover Letter Formats

**Invited Letter:** This letter format is used when an employer has solicited the resume for consideration. This is often in response to a want or publicized job listing. This style focuses on matching your qualifications to the advertised requirements of the position.

**Uninvited or Cold Contact Letter:** Use this format to contact employers who have not advertised or published job openings. The focus is on matching our qualifications to the perceived needs of the employer based on labor market research.

**Referral Letter:** Through networking, informational interviews and contact with employers, the effective job seeker will receive referrals to job opportunities. These referrals may be to a specific job opening (advertised or unadvertised), or to an employer who may or may not be hiring now. In referral letter, mention the individual who provided the information about the company.

**Job Match or “T” letter:** When crafting a cover letter it is always important to match your qualifications to the job and/or employer. Some sources for information include employment advertisements, interviews. The “T” letter format uses bulleted comparisons that target the specific requirements and your corresponding qualifications.

## Cover Letter Sample

Date

Individual's Name  
Title  
Name of Organization  
Street Address  
City, State Zip Code

Dear Ms.or/ Mr. \_\_\_\_\_

**First Paragraph:** State the reason for writing. Name the specific position or type of work for which you are applying. Mention how you learned of the opening.

**Second Paragraph:** Explain why you are interested in working for this employer and specify how you are PERFECT for this position. Do not only repeat the information on your resume. Include something special or unique about yourself that would "benefit" the employer. Remember, the reader will consider this an example of your writing skills.

**Third Paragraph:** Indicate your desire to meet with the employer. You may want to suggest alternate dates and times. Or simply advise them of your flexibility to the time and place. Include day and evening contact information. Include a statement of questions that will encourage the reader to respond. Be sure to communicate your plan to follow up. You might stat that you will be in the area on a certain date and would like to set up a meeting, or you will call on a certain date to set up a meeting. Never leave it up to the employer to get in touch with you. Finally, thank the employer for their time.

Sincerely,

Your Name  
Address  
Phone Number  
Email Address