

## COVER LETTER GUIDE

### Heading

The heading should include your mailing address: City, State Zip Code and current date.

### Inside Address

The inside address should include the employer's name, job title, business address, city, state and zip code.

### Salutation

The salutation should be formal since you are addressing the cover letter to an employer: Dear Mr. /Mrs. /Ms. Use the name of the person that will read letter. If you do not know the name of the person, write "Dear Hiring Manager", not "To Whom it May Concern"

### Introductory Paragraph

The introductory paragraph tells what job you are applying for and where the job was advertised (Career Builders, Craig's List)

### 1<sup>st</sup> Main Paragraph

The first main paragraph describes your qualifications and skills as they relate to the job you are applying for. Sell your skills, knowledge, and experience by letting the employer know what differentiate you from the other candidates.

### 2<sup>nd</sup> Main Paragraph

Continue to describe your qualifications. Highlight relevant training, classes or certifications that relate to the job for which you are applying.

### Closing Paragraph

Close by thanking the employer and requesting an interview.

### Complimentary Close

Sincerely,

### Signature

Sign Letter

### Name

John Doe, Mary Doe

### Enclosure

This indicates that you are enclosing your resume/transcripts for the reader to see.

## Sample Cover Letter

5 John Avenue  
Chicago, Illinois 60607  
August 1, 2017

Ms. Jane Doe  
ABC Legal Firm  
125 State Street  
Chicago, Illinois 60601

Dear Ms. Doe:

This letter is in reference to the paralegal position, job number 625123, posted on your company's website. I am very familiar with the ABC Legal Firm, and I am confident that my skills will be a good match for the position.

I have a Bachelor's of Science Degree in Criminal Justice with over 5 years' experience working as a paralegal. I also have the capacity to perform research and report findings in a clear and concise manner. Research analysis, problem solving and adapting to a changing environment are my strong points, which allows me to complete projects in a timely manner.

I am also client-focused with the energy and ability to work effectively in a fast-paced environment. On several occasions the partners and staff have recognized me as "Paralegal of the Month" for my outstanding service and performance.

I would appreciate the opportunity to meet with you to further discuss my skills and the value I can bring to the ABC Legal Office. I will follow up with you on Monday, August 7, to confirm receipt of this letter and enclosed/attached resume.

Thank you, for your time.

Sincerely,

Mary Doe

Enclosure