



Cover Letter Format

HEADER

Date

Contact
Company Name
Address
City, State Zip

[Job Title] Position or Dear Mr/Ms _____:

Paragraph One

Paragraph Two

Paragraph Three

Sincerely,

Name

✓ Start with the same header as other professional documents (résumé, references, etc) to maintain a consistent personal brand.

↑ Keep date just a double-space below header

▲ Vary space between date and company name to center document on the page

↪ Merge contact name, company name, and address for inside address.

↑ Keep job title position one double-space below inside address, unless a specific contact is available.

• Dear Mr. _____ :

↪ Turn to first paragraph to identify position, tie in degree or related experience, mention company contacts, and express enthusiasm for position or company

↑ Keep second paragraph focused on best 2-3 qualifications for job, based on job description

▲ Slow, to thank employer in final paragraph for considering you or for their time, and request an interview. Indicate plans to follow up.

↪ Keep closing (sincerely) just a double-space below the last paragraph

● End with your name after three blank lines



Reference Sheet



HEADER

REFERENCES

- Reference's Name
- Current job title
- Current employer
- Address
- City, state, zip
- Email address
- Current phone number
- Relationship to you

- ✓ Start with same header as other professional documents

↗ Center "REFERENCES" a double space below header

↗ Keep 3-5 names available with current contact information

↑ End with relationship to you, such as former supervisor, current faculty member, or community leader

Watch interactive videos and see more at:

huntsman.usu.edu/roadmap

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