

Freshman English 2
Final: Writing – Cover Letter Format

TO:

SUBJECT:

Dear Mr./Mrs./Ms _____,

Paragraph 1 – Why are you writing/contacting? What position are you applying for?

Paragraph 2 – Introduce yourself (who are you?)

Paragraph 3 and 4 – Describe yourself. Explain your skills, experience, activities and education and how it applies to the position. Why are you the best person for the job?

Paragraph 5 – Ask for an interview.

Thank you.

Closing Greeting,

Name

Contact information