

- 1 – 3 blank lines between letter head and date
- 3 blank lines between date and inside address
- 1 blank line above and below greeting
- 1 blank line above closing

Email Address

LinkedIn URL

Heading should match or mirror your resume heading.

2

Date you submit the letter.

October 26, 2024

3

- One page maximum
- Three or four paragraphs
- Font style matches the font style on the resume, but is no less than equivalent to 11 pt. (Times New Roman or Georgia font).

4

Ms. Jill Smith 
Accounting Manager
ABC Company
1234 South State Street
Chicago, IL 60602

Inside Address: Research the company to find this information. If your cover letter is in the body of an email, **DO NOT** include the heading, date, or inside address.

5

Greeting: Research to find the name of the person (hiring manager) or HR Director – followed by a colon.

Dear Ms. Smith:

6a

Text, text, text, text, text, **INTRODUCTORY PARAGRAH**, text, text, text, text, text, text,
text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text,
text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text,
text, text, text, text, text, text, text, text.

[illegible][illegible]

Sincerely,

7

Closing

Jane Doe

8

Signature: If emailing or uploading, use a font like Mistral (16 or 18). Otherwise, allow 3 blank lines to sign by hand.

Jane Doe

9

Retype your name.

Enclosure

10

Indicate something else is enclosed: your resume, transcript, etc. Or, type "Attached", if the documents are to be attached.

BLOCK STYLE: Do NOT indent paragraphs.

BLOCK STYLE: Right margins **MUST** BE right flush or block