

Unit 4 Lesson 5 Notes

Elements of a Well-formatted Cover Letter

<https://www.livecareer.com/cover-letter/formats>

Whether you are applying for a job, requesting an informational interview, or networking, all cover letters should follow the same basic format, which includes these five sections. By writing these sections in order and making sure to include the information indicated, you'll have accomplished the first hurdle of formatting a cover letter.

- 1 Header :** The **header of your cover letter** should contain your current contact information, as well as a link to your LinkedIn profile and your website or online portfolio (if applicable).
- 2 Salutation :** The salutation is where you greet the intended reader of your cover letter. Do your best to address the letter to the appropriate recruiter or hiring manager. If the job ad doesn't list a name, do research on the company's website or on LinkedIn to find the appropriate person. Avoid a generic "To Whom It May Concern" whenever possible.
- 3 Introduction paragraph :** The **opening paragraph** of a cover letter should outline the job you are applying for and why. Use this section to demonstrate your interest in the role. Use this section to make a good first impression but keep it succinct – three to five sentences should do it.
- 4 Body paragraphs :** The **body of your cover letter** should be made up of one or two paragraphs that highlight the relevant experience an employer will find on your resume. Here, use data and relevant metrics to show the impact your work has had on a past employer. To keep the length in check, feel free to use bullet points in this section.
- 5 Closing paragraph :** In the **final section** of your cover letter, recap your skills and experience and summarize your goals. In the last sentence, thank the employer for considering your qualifications and state your intention to follow up.