**COVER LETTER FORMAT**

* **Use the same header format you use on your resume**
* **Use a professional letter format**
* **Keep cover letter to one page**

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| Sara Smith 1234 Public Health Avenue  Chicago, IL 60608  SaraSmith@myemail.edu |
| Date   * **If you are not sure of the contact’s gender, use their FULL name.** * **Try to avoid using “dear hiring manager”**   Mr., Ms., or Dr. First Name Employer Title of Employer Organization/Company Name Street Address City, State Zip    Dear Mr., Ms., Dr. Employer:   **1st Paragraph**: Capture the reader’s attention with your opening line. What drew you to this position? Be sure to identify the position you are applying for and how you heard about this opportunity. If you were referred by someone, be sure to include that information. Show your passion and strong interest for the position.   **2nd Paragraph**: Be sure to capture the key qualifications addressed by the employer in the job posting. Explain why you are interested in the organization and position. Identify any transferrable skills if you do not have direct experience. Be sure to include any specialized training and / or technical skills related to the position. This is your opportunity to further elaborate key points highlighted on your resume. Use tangible examples!  **3rd Paragraph**: Incorporate elements of the job posting and address how you will meet those needs. It is important to conduct your research to learn what the employer values most. (Informational interviews are a great way to gather this type of information!). Use this paragraph to further expand on accomplishments and achievements relevant to the position. Be sure to include and address any specific information or preferences made by the employer (i.e. willing to travel, work on weekends, reliable transportation, bilingual etc.).  **4th Paragraph**: Ask for the interview! Make sure that your closing statement is positive and reiterate your interest for the position. Be sure to include your contact information as well as the best time to be reached. Thank your reader for his/her time and consideration.  Sincerely,   Sara Smith  Sara Smith  Master of Public Health, Candidate December 2018  Health Policy and Administration  University of Illinois at Chicago, School of Public Health |