Date

**Employer Contact Information**(if you have it)  
Name  
Title  
Company  
Address  
City, State, Zip Code

**Salutation**  
Dear Mr./Ms. Last Name

**Body**

The content of your cover letter tells about position you are applying for and your qualities that would qualify you for the job.

**First Paragraph**

This contains how you got to know of the vacancy and the position you are vying for. You may include here the person who recommended the job for you too. This part should explain why you are writing,

**Middle Paragraph(s)**

This portion is where you sell yourself. Hence, you enumerate all the skills and experiences you have. This expands the bullets in your resume. You should be able to convince the employer to hire you in this paragraph. You should be able to match the skills you have with what the company wants. Be humble and precise. Do not overdo this part, just mention what is necessary.

**Final Paragraph**

End the cover letter by thanking the employer for the opportunity. You may also include here your contact number in case they might want to reach you.

**Complimentary Close**

Respectfully yours,

**Your Contact Information**