Sample Cover Letter Format –
Private Employer (Indented)

Do NOT include your
name in the header.

Your address
City, State  Zip

Date

Your address and the
date should be aligned
just slightly to the right
of the center. (7 Tabs)

Your address
City, State  Zip

There should be two hard
spaces between your
address and the date.

There should be four hard
spaces between the date
and the employer’s
address.

Never use “To Whom it May Concern.”
Be sure to use a COLON, not a comma!  See comment
regarding the greeting.

Note that there are two spaces between
state and zip code.

In this style
paragraphs
are indented
five spaces

The text of the letter
should be single-spaced.  A double
space should separate the
paragraphs.

Attorney’s Name, Esq.
Name of Organization
Street Address
City, State  Zip

Dear Mr., Ms., Judge, etc.:

Begin your letter by introducing yourself, but keep it brief and to the point. Specifically, tell the
reader (1) why you are writing, and (2) what position you are seeking. If you have the name of someone
who is known to both you and the reader, or know a particular fact about the reader, you should use it
here-- e.g., “Mr. Ronald McDonald suggested that I write...,” or “I heard your presentation at the Law
School...” The last sentence of this paragraph should be a “thesis,” in the sense that it sets out the 2-4
qualifications that you will discuss in the body of your letter.

This paragraph, and the rest of your “body” paragraphs, should flow nicely from paragraph to
paragraph, fully elaborating on your thesis sentence. You should have at least one paragraph that
discusses why you are interested in the employer.

The middle paragraphs should serve as a general summary of your educational background and/or
work experience, organized in a manner that logically follows your “thesis” sentence. Back up this
sentence with some concrete examples, but take care to integrate these examples – your paragraph should
not come across as simply a listing of accomplishments.

Your closing paragraph goes here. The main purpose of this paragraph is to ask for an interview.
You may indicate that you will be contacting the reader to discuss employment opportunities or an
interview. You might also use this paragraph to inform the reader that you will be in town during a
specific period of time, during which you are available for an interview.

Sincerely,

Your typed name

Use “Sincerely” or “Very truly
yours” followed by a comma, four
hard returns and your signature
line.

The closing is positioned two
lines below the last line of the
body and should be aligned
with the date.

Enclosure

Simply state “Enclosure” or “Enclosures,” if more than one, two
hard lines below the signature line, flush with the left margin to
signify the inclusion or your resume and/or reference sheet.