# **Cover Letter Guidelines-Make sure you have all 12 bolded areas!**

**Contact Information** (Your contact information. If you are writing on letterhead that includes your contact information, you do not need to include it at the start of the letter.)
Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email Address

**Date**

**Contact Information**(The person or company you are writing to)
Name
Title
Company
Address
City, State, Zip Code

**Greeting** ([Salutation Examples](https://www.thebalance.com/business-letter-salutation-examples-2059704)) Dear Mr./Ms. Last Name: (Use a formal salutation, not a first name, unless you know the person extremely well. If you do not know the person's gender, you can write out their full name. For instance, you could write "Dear Pat Crody" instead of "Dear Mr. Crody" or "Dear Ms. Crody." Note that the person's name is always followed by a colon (:) in a business letter, and not a comma.

**Frist Paragraph(Do NOT Indent)** Explain why you are writing this letter. You are writing in regards to your top three job interests. Also mention your top three assets.

**Second paragraph** (Do NOT indent) explaining why you are perfect for you FIRST choice in jobs at International Towne.

**Third Paragraph** (Do NOT indent) explaining why you are perfect for you SECOND choice in jobs at International Towne.

**Fourth paragraph** (Do NOT indent) explaining why you are perfect for you THIRD choice in jobs at International Towne.

**Fifth Paragraph**-Restate your top three qualities and why you would be perfect for your first job choice

**Closing,**

**Signature**

**Type Name**