

## Kelly Kohler

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711 E. Boldt Way, SPC 810, Appleton, WI 54911

Date of Letter

Person's Name

Person's Title

Name of Organization

Street Address

City, State, Zip

Your name and contact information should match the format on your résumé.

Dear Mr./Ms. \_\_\_\_\_:

Opening paragraph: Identify the job you are applying for. Convey enthusiasm for the position and the organization. Let them know what skills you have to offer. If a person within the organization referred you, mention the contact's name and title (make sure you have that person's permission).

Middle paragraph(s): Give 2–3 specific examples of how you have used your skills, citing work and volunteer activities and how they relate to the position for which you are applying.

Closing paragraph: Thank the employer for his/her time and consideration. Give your contact information and let them know you look forward to hearing from them. You **may** indicate that you will call to follow up during a specific time, but then you **have to** call and follow up.

Sincerely,

Type your name

This is the format if you are attaching your cover letter to an email. If you are printing and mailing your cover letter, include one or two more spaces above your typed name, leaving room to sign your name.