

In the header, make sure to add your address, telephone number and a professional looking email address. Your school email is great!

Your contact information can be in a smaller font than the rest of the cover letter, e.g., Times New Roman size 10 or 11.

Elizabeth Bennet

123 Nice Rd.
San Marcos, CA 92069

(760) 765 4321
ebennet@cougars.csusm.edu

9 April, 2020

Don't forget the date!

Fitzwilliam Darcy
Editor in Chief
123 Pemberley
Derbyshire, England

First, the name, position, then the address.

Header: Your name can have a different font and size than the rest of your cover letter to stand out, but make sure it matches the style used in your resume. Here, the name's font is Times New Roman size 20.

Body format: use fonts that are considered formal such as Times New Roman or Arial, size 11-12 throughout the body of the letter. Don't indent your paragraphs, instead use spacing to signal a new paragraph.

Dear Mr. Darcy,

1

As a Jane Austen enthusiast, I was excited to see an opening for the position of a staff writer posted on my university's job board, Handshake! I would love the opportunity to apply my Literature and Writing major and my experience as a Cougar Chronicle Arts and Entertainment writer to assisting in the production of your widely-acclaimed *The Pemberley Times Magazine*.

2

In the last year, I gained valuable experience writing feature articles for my university's newspaper and collaborating with my fellow coworkers. This position allowed me an opportunity to apply my scholarly research and creative writing skills to meet the tight deadlines and deliver a quality product. Additionally, over the past two years, I have been writing my blog, and I designed my own website dedicated to literature review. This venture has equipped me with a cutting-edge skillset because, now, I am able to work with WordPress, design and edit my own graphics and photos to illustrate my writing, and create high-engagement content with SEO knowledge. I believe, the skills and experience I possess would be beneficial in the position of staff writer.

3

I would love the opportunity to meet in person to further elaborate on how I could contribute as a staff writer in *The Pemberley Times Magazine*. I have attached my resume for your review and am looking forward to hearing from you soon.

Sincerely,

Insert your signature here.

Elizabeth Bennet

1

1. In the first paragraph, introduce yourself explaining how you connect with the position, refer to the platform where you found the job ad, and in an upbeat tone explain what makes you a good candidate for the job.

2

2. In the second paragraph, elaborate on your skills and/or previous jobs that are relevant to the position you are applying for. Be specific and illustrate with the examples of your work/experience.

3

3. In the last paragraph, tell the reader you want to meet them in person in an enthusiastic way. Mention you have attached your resume.

