Cover Letter Format
Nicolet College Career Services

Current Date

Name of Individual
Title
Company Name
Address:
City, State Zip

Dear ____________________________________________:

Opening or First Paragraph:
• Explain the reason for writing the letter.
• List the specific job you are applying for if you know what it is.
• List source of the information such as TechConnect, JobNet, company website, referral person, etc.

Middle paragraph(s) or main body of letter:
• State your qualifications and why you are interested.
• Explain how your experience, education, etc. fits with this job.
• Clearly state what you can do for the company.
• Describe strengths, give more detail, etc. of areas not covered on the resume.
• Show that you know about the company, their products, reputation, etc.

Final paragraph or closing:
• Request a meeting or interview.
• Refer to your attached resume for their review.
• Again, list your phone number where they can reach you or leave a message for you.
• Thank them for their time and consideration.

Sincerely,

(Leave three spaces and don’t forget to sign above your typed name.)

Type your Name

5364 College Drive, Rhinelander, WI 54501-0518
715.365.4451 or 800.544.3039 ext 4451
nicoletcollege.edu

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