Cover Letter Formatting

This playbook outlines the necessary steps for formatting a professional cover letter. It includes guidance on layout, font selection, and the structure of the letter content.

Step 1: **Choose Layout**

Select a professional and clean layout for your cover letter. Standard business letter format is recommended, with left-aligned text and no fancy graphics or colors.

Step 2: **Select Font**

Choose a legible font that is professional and easy to read. Common choices include Times New Roman, Arial, or Calibri, with a font size between 10 and 12 points.

Step 3: **Write Header**

At the top of the letter, include your contact information followed by the date, and then the employer's contact information. Ensure the header is aligned left and spaced appropriately.

Step 4: **Salutation**

Begin with a formal salutation using 'Dear', followed by the recipient's title and last name. If the recipient's name is unknown, use 'Dear Hiring Manager,'.

Step 5: **Introduction**

Introduce yourself in the first paragraph, state the position you're applying for, and mention how you heard about the job opportunity.

Step 6: **Body Content**

Write 1-2 middle paragraphs that match your qualifications to the job requirements. Highlight relevant experience and skills, focusing on why you are a good fit for the position and the company.

Step 7: **Closing**

Conclude your cover letter by summarizing your qualifications, expressing your enthusiasm for the role, and indicating your desire for a personal interview. Politely prompt for a follow-up.

Step 8: **Formal Close**

End with a formal closing such as 'Sincerely' or 'Best regards,' followed by a comma, then leave space for your signature, and type your full name underneath.

Step 9: **Proofread**

Carefully proofread your cover letter for any spelling or grammar errors. Reading the letter aloud or having someone else review it can help to catch any mistakes.

General Notes

Consistency

Ensure that the formatting of your cover letter matches your resume for a cohesive application package. Maintain the same font style and size across both documents.

Margins

Use standard one-inch margins for a balanced and professional appearance. Keep the text aligned to the left throughout the document.

Paper

If printing the cover letter to send a physical copy, use high-quality, white or off-white paper that matches your resume.