Cover Letter Format

October 7, 2014

Mr. John Doe
Graduate Recruiter Coordinator
SciTech Corporation
100 St. Kilda Road, Suite 714
Melbourne, VIC 3000

Dear Mr. Doe:

First Paragraph:

Introduce yourself by stating your degree/major and the year in which you will graduate. Specify the type of position you are seeking (eg., internship). Tell why you are writing, and name the position, field or general vocational area in which you are interested. Tell how you heard of the opening or organisation (eg., the organisation’s recent posting for another role on C&E’s Careers Online, the career section of the company’s website, family referral or through a faculty recommendation).

Second Paragraph:

Mention one or two qualifications you think would be of greatest interest to the employer. Tell why you are particularly interested in the company, type of work, or location. If you have related experience or specialised training, point it out. You can refer the reader to the enclosed resume, which will give additional information concerning your background and interests.

Third Paragraph:

Close by stating your desire for an interview. You may say that you will call in a day or so to request an appointment. Make sure that your closing is not vague, but makes a specific action from the reader likely.

Sincerely,

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