

COVER LETTER HEADING

The cover letter is a business correspondence. Therefore, it should be addressed accordingly. A common mistake is putting too much information in the cover letter heading. Your name, telephone number and email address should not appear at the top of the document.

When writing your greeting, be as formal as possible. Do not use the contact's first name. Instead, use the person's courtesy title such as Ms., Mr., Dr., or military rank with their last name. To Whom It May Concern is also appropriate if you do not have the contact's information.

Below is an appropriate format:

Your Street Address, Apartment #
Your City, State Zip
Date

Contact's Name (*When known*)
Contact's Title (*When known*)
Contact's Department (*When known*)
Company Name (*When known*)
Company Street Address, Suite # (*When known*)
Company City, State Zip (*When known*)

Dear Ms./Mr./Dr. CONTACT LAST NAME: (*To Whom It May Concern: is also appropriate*)

Example for known contact:

7400 Bay Road
University Center, MI
July 21, 2007

Mr. Christopher Wagner
Recruiting Specialist
Pacific Financial Corporation
1120 Stillwell Avenue, Suite 211C
Troy, MI 48084

Dear Mr. Wagner:

Example for unknown contact:

Return address/date same as above

Human Resources
Pacific Financial Corporation
1120 Stillwell Avenue, Suite 211C
Troy, MI 48084

To Whom It May Concern: