COVER LETTER: FIU FORMAT

Name
Address
City, State ZIP
Phone, Email Address

Date

Attorney’s Name, Esq. OR The Honorable XXX (complete first and last name)
Firm, Organization or Court
Address
City, State Zip

Dear Mr. Ms. or Judge Last Name,

The first paragraph is where you introduce yourself. Tell the reader what position you are seeking, and for when. If you have a contact that you want to use, his or her name should be the beginning of the first sentence – John Doe recommended I write to you regarding XXX. If this job is not in Miami, tell them why you want to be in their city. Make sure to make your ties clear.

The second paragraph should discuss your work experience and the third paragraph should discuss your academic accomplishments (the order can be switched depending on the strength/substance of your experience/academics). Tailor these paragraphs to the particular job you are applying to. Use language they have in a job posting. Show them you know who they are and how you will be helpful. DO NOT SIMPLY REPEAT YOUR RÉSUMÉ. You may elaborate on a prior job experience and describe something that is not on your résumé.

The final paragraph is your closing. You should ask for an interview, list the documents you are including in the letter, and advise when you will be in town if this is an out of town job. Make sure to thank the reader for his/her time.

Sincerely,

[Your typed name]

Enclosures (or Encs.)