**Basic Cover Letter Format**

Your address

City, State Zip Date

[4 SPACES)

Person's name (spelled correctly)

Title Company Address City, State Zip

(2 SPACES)

Dear Mr. /Ms .:

(2 SPACES)

BODY OF LETTER

First Paragraph: Explain that you are seeking a paralegal position and have enclosed a resume for the addressee's review. Also explain how you learned about the position. If you know anything about the company, mention this in the first paragraph. Indicate if someone recommended your contacting this organization.

Second Paragraph: This is your "brag" paragraph. Relate your background to the job description. Include highlights from your experience or education that make you uniquely qualified.

Third Paragraph: Indicate that you will call about an interview. In the case of a blind ad, say that you would appreciate receiving a phone call.

(2 SPACES)

Sincerely,

Your Signature (4 SPACES)

Type your name

Telephone number with area code and e-mail address

(2 SPACES)

Enclosure