



How to Format a Cover Letter in 2025

A well-formatted cover letter grabs the hiring manager's attention and makes a strong first impression. In 2025, employers continue to expect professionalism, clarity, and a concise structure that highlights your qualifications effectively. Whether you're creating a cover letter for a resume or submitting a cover letter for a job application, getting the formatting right is crucial for standing out.

In this blog post, we will guide you through how to format a cover letter, ensuring you make a positive first impression and increase your chances of landing an interview.

Why a Cover Letter Matters in 2025

Your cover letter is not just a formality; it's your chance to showcase why you're the perfect fit for the role. While your resume outlines your experience, your cover letter is a personal introduction, allowing you to express enthusiasm and explain your suitability for the job.

A well-crafted cover letter can:

- Showcase your enthusiasm for the position.

- Highlight key skills and experiences that align with the job requirements.

- Make a memorable first impression with the hiring manager.

Cover Letter Format: The Key Sections

When writing your cover letter, it's essential to follow a structured format that is easy to read and visually appealing. Here's a breakdown of the key sections:

1. Header: Add Your Contact Information

At the top of your [cover letter template](#), include your contact details and the company's information.

Your Contact Information:

- Name – Use bold and slightly larger font to make it stand out.

- Phone Number – Ensure it's updated and easy to reach.

- Email Address – Use a professional email (e.g., your.name@gmail.com).

- LinkedIn Profile (Optional) – Include a link to your LinkedIn profile if relevant.

Employer's Information:

- Today's Date

- Hiring Manager's Name (if available)

Company Name

Company Address

Example:

java

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March 4, 2025

David Williams

Meridian Solutions

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2. Salutation: Address the Hiring Manager Properly

Personalize your greeting. If you don't know the hiring manager's name, use alternatives like:

Dear Mr. Johnson

Dear Hiring Manager

Dear Marketing Team

Avoid impersonal phrases like "To Whom It May Concern."

3. Introduction: Capture Their Attention

Your introduction should immediately grab attention. Mention the job title you're applying for and express excitement for the role.

Example:

"I'm excited to apply for the Marketing Specialist position at XYZ Corp. Your company's innovative approach to digital marketing aligns perfectly with my skills in SEO and content strategy."

4. Body Paragraphs: Highlight Your Achievements

The body of your cover letter is your opportunity to sell yourself. Focus on your key skills, accomplishments, and how they align with the job description.

What to include:

Relevant skills related to the job.

Specific work experience.

Quantifiable achievements (e.g., percentage increases in traffic, engagement, etc.).

Example:

"In my previous role at ABC Marketing, I increased website traffic by 40% through targeted SEO strategies and engaging content. I also led a team to develop a social media strategy that boosted engagement by 60%."

5. Call to Action: Wrap Up Effectively

Conclude your cover letter with a strong closing paragraph. Reaffirm your interest in the role and express your desire for an interview.

Example:

"I would love to further discuss how my background can benefit XYZ Corp. Thank you for considering my application. I look forward to the opportunity to speak with you soon."

6. Professional Sign-Off

Finish with a professional closing phrase:

Sincerely

Best regards

Thank you

Then, include your name and contact information.

Example:

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Sincerely,

Michele Jerome

Cover Letter Formatting Guidelines

To ensure your cover letter looks polished, follow these formatting tips:

Font: Use classic, readable fonts like Arial, Times New Roman, Calibri, or Helvetica. Keep the font size between 10.5 and 12 points.

Margins and Spacing: Set margins between 0.5" and 1" on all sides. Use single or 1.15 line spacing and leave blank lines between sections.

Length: Keep your cover letter concise, with a length of 250-400 words.

File Format: Save your cover letter in PDF format to preserve the layout across all devices.

How to Format an Email Cover Letter

When submitting your [cover letter examples](#) via email, follow this structure:

Subject Line: [Your Name] – [Job Title] Application

Salutation: “Dear [Hiring Manager’s Name],”

Body: Provide a brief introduction and summary of your qualifications.

Conclusion: End with a call to action (request an interview).

Sign-Off: “Best regards,” followed by your name and contact info.

Cover Letter Sample

Here’s an example of a well-formatted cover letter for your job application:

vbnet

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March 4, 2025

David Williams

Meridian Solutions

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Dear Mr. Williams,

I’m excited to apply for the Marketing Specialist position at Meridian Solutions. Your company’s innovative approach to digital marketing aligns perfectly with my expertise in SEO and content strategy.

At ABC Marketing, I increased website traffic by 40% through targeted campaigns and led a team to develop a social media strategy that boosted engagement by 60%. I’m confident my skills would contribute to the growth of your team.

I would love to discuss how my background can benefit your company. Thank you for considering my application.

Sincerely,

Michele Jerome

In today's competitive job market, creating a cover letter that stands out is essential. The JobsCruze AI cover letter generator can help you quickly craft a personalized, professional cover letter for every job application. Here's how:

Input Your Job Details: Provide your job title, company name, and the job description.

Profile Analysis: Enter your skills, experience, and accomplishments to ensure a tailored cover letter.

AI-Generated Draft: The AI produces a cover letter that highlights your strengths and aligns with the job.

Review and Edit: Make any necessary changes before downloading your final cover letter.

Benefits:

Time-saving: Generate a customized cover letter in minutes.

Personalized: Tailored for each job application.

Professional Quality: Clear, error-free, and ready to impress.

Conclusion

A well-structured and properly formatted cover letter is essential in 2025 for making a lasting impression on hiring managers. By following the guidelines and leveraging tools like the JobsCruze AI cover letter generator, you can craft a standout cover letter that showcases your qualifications and enthusiasm.

Remember, a polished cover letter format can make all the difference when you're competing for your dream job.