

Addressing your letter

The following are three examples of how you can address your cover letter, depending on the job situation and the information you have available. (Note: When possible, Example #1 is the recommended way to address your letter.)

	WHEN TO USE	ORDER OF INFORMATION TO INCLUDE	SAMPLE
EXAMPLE #1	You know the name of the hiring manager and company to which you are writing the cover letter.	<ul style="list-style-type: none"> • Name of the person you are sending the letter • Professional Title • Company Name • Street Address • City, State, and Zip Code 	<p>Ms. Anne Li</p> <p>Director of Sales</p> <p>U-Market, Inc.</p> <p>1111 Money Street</p> <p>Pahoa , HI 96778</p>
EXAMPLE #2	You know the company and the responsible hiring position (e.g. Human Resource Manager, General Manager), but are unable to obtain the name of the hiring manager.	<ul style="list-style-type: none"> • Name of position responsible for hiring (e.g. Human Resource Manager) • Company Name • Street Address • City, State, and Zip Code 	<p>Director of Sales</p> <p>U-Market, Inc.</p> <p>1111 Money Street</p> <p>Pahoa , HI 96778</p>
EXAMPLE #3	You only know the name of the company.	<ul style="list-style-type: none"> • Company Name • Street Address • City, State, and Zip Code 	<p>U-Market, Inc.</p> <p>1111 Money Street</p> <p>Pahoa , HI 96778</p>

