

COVER LETTER OUTLINE

Your Name

Your Address
City, State, Zip Code
Phone number
Email address



**Use the same header as on
your resume!**

Date

Mr./Ms./Mrs. Employer's First and Last Name, Title
Company/Organization Name
Address
City, State, Zip Code

Dear Mr./Ms./Mrs. Last Name of Employer:

1st paragraph: State your reason for writing and how you found out about the opening.

Ex: *My name is (blank), and I am writing to express my interest in the position of (blank). I became aware of the position opening through (blank).*

You want to prove that you have done some research on the company/organization that the position is affiliated with; perhaps something that attracts you and makes you want to be apart. In other words, why do you want to work for them?

Ex: *In researching this opportunity, I find that you all have (blank)... **OR** I'm attracted to (blank).*

Then you want to incorporate a transition sentence to end your first paragraph to smoothly move into the second.

Ex: *I strongly believe that my skill set and qualifications would make me an ideal candidate for this opportunity.*

2nd paragraph: You want to provide examples of how the position of interest matches with your education, skills, and experience. USE EXAMPLES FROM YOUR RESUME HERE. You are trying to prove that you are an ideal candidate as you stated in the conclusion of paragraph 1.

3rd paragraph: In your closing, you want to refer the reader to your resume. Reiterate how you can be contacted. Close with a statement of action, and thank them for their time and consideration.

Ex: *Attached, you will find my resume which provides greater detail of my qualifications. At your earliest convenience, please feel free to contact me by phone or email. I will follow up with you in about a week to check the status of my application. Thank you very much for your time and consideration of candidacy, and I look forward to discussing this opportunity with you further in the near future.*

*****After 'Sincerely,' make sure you hit 'ENTER' about 3 times and then type you name in. Between 'Sincerely' and your typed name, you will need to add your signature. This will require you to print out the document, sign it, and scan it back into your computer*****

SEE BACK FOR SAMPLES →