

Cover Letter Outline

Your Present Address

City, State Zip Code

Date

(quadruple space)

Ms./Mr. Employer Name

Title

Company

Mailing Address

City, State Zip Code

Dear Ms./Mr. _____:

Opening Paragraph- Tell why you are writing. Name the position, field, or general vocational area about which you are asking. Tell how you heard of the opening or the organization. Mention a contact name if you have one.

Middle Paragraph- Mention those qualifications you think would be of greatest interest to the employer, slanting your remarks to his/her point of view. Tell me three things you want the employer to know about you, "sell" your skills and abilities to the potential employer. Document your claims with statements which show evidence of your skills. Tell why you are interested in the company/organization, location, or type of work. If you have had related experience or specialized training, be sure to point it out.

Closing Paragraph- Restate your interest in the position and thank the reader for their time. Refer the reader to the enclosed application form or resume. If this is a letter of inquiry, inform your contact that you will be calling to set up an informational interview. If this is a letter of application, you may state that you will call or email on a certain date to check on the status of your application and inquire about the hiring timeline.

Sincerely,

(quadruple space)

Type your name

Enclosure(s)