

# COVER LETTER OUTLINE

Your Street Address  
City, State, Zip Code  
Date

<1-2 line spaces>

Employer's Name, Title  
Company/Organization  
Street Address  
City, State, Zip Code

<1-2 line spaces>

Dear \_\_\_\_\_:



- Addressed to a specific person if possible. Call for a name. Use Mr. or Ms.
- If unable to get a name, use a title - Dear Personnel Director, Dear Production Manager, Dear Human Resources

<1 line space>

## Cover Letter Tips

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- On same paper & in same font as resume
  - No longer than one-page
  - Typically 3-5 paragraphs
  - Give each paragraph a focus/theme
  - Target your cover letter to each position you apply and to the organizations mission, values, goals, etc.
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**INTRODUCTION** (1 paragraph) includes:

- Why you are writing - Position you are applying for or inquiring about
- Source of referral, if any (Ask permission to use the person's name)
- Why you are interested in that position and/or the organization. Don't say that the opportunity will help you develop your skills or career. It's about what you can contribute to their organization.

<1 line space>

**MAIN BODY** (1-3 paragraphs) includes:

- Closely review the job posting and the organization's website to ensure you highlight the most pertinent areas
- Place yourself in the position of the employer and think about what they would be most looking for in a candidate
- Do not repeat what is on your resume. You may mention skills, experiences, or knowledge from your resume, but then expand on those areas and connect them to the job and the organization.
- Include:
  - Your qualifications and accomplishments relevant to the position and/or the organization's needs
  - Concrete examples of your skills and experiences
  - What you can do for the organization and how you will be successful in the job
  - What you know about the company/organization/field

<1 line space>

**CLOSING** (1 paragraph) includes:

- Statement of appreciation
- Date you will follow-up with additional information (which could include meeting times)
- Phone number/email and best contact methods

<1 line space>

Sincerely,

<2-3 line spaces if signing your name. If not signing, then 1 line space.>

Your Name (Signature directly above it)

<1-2 line spaces>