COVER LETTER OUTLINE

Your Street Address
City, ST Zip
Today's Date

Mr./Ms. First and Last Name of Contact
Title of Employer
Company/Organization
Street Address
City, ST Zip

Dear Mr./Ms. Last Name of Contact:

Your opening paragraph tells **why you are writing** and notes where you learned about the position or if someone referred you. When referring to the position, use the title used by the employer. If someone referred you and no specific title is known, be as specific as possible about the kind of position for which you are applying. Do some research on the organization so that you can state your genuine interest in this particular employer and why it is a good fit for you, not how it will help you.

Your middle paragraph(s) should **highlight** examples that demonstrate your relevant experience**,** background, and/or coursework that will show the reader why she/he should consider you as a candidate. Be sure to connect your experiences and/or education to the position description. By using examples, show the employer that you have the necessary experience they seek.

You could include another paragraph detailing additional **experience** that will demonstrate or connect your background with the position. For a concluding sentence, summarize the skills and personal traits that you would bring to the job for which you are applying. Also, remember that the reader will view your letter as an example of your writing skills.

In your closing paragraph, **reiterate your interest in the position, thank the employer for his/her consideration, provide your contact information, and indicate the follow-up action.** State what you want the recipient of the letter to do next (such as contacting you to further discuss the available position) or what you will do next (such as calling to follow-up on the status of your application)**.** Only say you are going to follow up if you have the contact information to do so.

Sincerely,

Sign your name (note: if sending electronically no need to include signature)

Your name (typed)
Enclosure