



Cover Letter Outline Example

Your First and Last Name
Your Street Address
City, ST Zip
Your email address
Your phone number

Date you are submitting the application written like: Month XX, 20XX

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

Dear Mr./Ms./Mx. Last Name of Contact,

Your opening paragraph should begin with which position you are applying for. You can include a sentence about how you found out about the position or if someone who works at the company recommended you apply/talked to you about the position. You can only do this if the person gives you permission to do so. Conduct some research on the company to write about your genuine interest in the position/employer. You can also include 1-3 things about yourself in this paragraph including specific skills, experiences, etc. that you think ties into the position and/or the reason you're applying.

Your body paragraph(s) highlight examples of your relevant experiences, and skills. This is where you can expand upon them beyond what's on your resume. When you're writing these paragraphs, you can discuss academic, employment, internship, leadership, experience and more as long as it's relevant. Connect to the position description to show them you have the necessary qualifications.

Typically, cover letters have 1-2 body/middle paragraphs that detail the additional experience connecting you to the position requirements. Summarize the skills and personal traits that you would bring to the position. Employers view cover letters as an example of your writing skills and your attention to detail. Make sure to always write in business professional language, and follow this formatting.

In your closing paragraph, reiterate your interest in the position and the company. Tell the employer how you can be contacted, by phone and/or email. Next, make sure you thank the employer for their consideration and time. If you plan to follow up with the employer, state that, but only if you are really going to be doing so. Lastly, end on a positive note and tell them you look forward to their reply.

Sincerely,

Your first and last name