

COVER LETTER OUTLINE

Your Name
Your Address (optional)
City, State Zip
Email
Phone Number

Date

Name of Person
Title
Name of Organization
Street Address
City, State Zip

Dear Mr. or Ms. Last name:

OPENING PARAGRAPH: Name the specific position or type of work for which you are applying, and include the job number or reference code if available. How did you find this job? Mention how you found out about the opening or organization (website, job listing, placement center, friend, faculty, etc.). State the institution you attended and the degree you obtained or are working towards. Give a brief preview of your relevant skills and/or why you chose to apply to this organization/job (This will be expanded on in the body paragraph).

BODY PARAGRAPH(S) (1 to 2 paragraphs): Explain why you are interested in working for this particular employer and/or specify your reasons for desiring this type of work. Point out relevant experiences (work, community service, research, projects, volunteer, education, etc.) by giving specific examples. This needs to do more than just a reiteration of information that is on your resume. Emphasize ONLY those qualifications that are most relevant for the position or type of work for which you are applying. The job posting is a great guide that can help you in deciding what to include. A method in figuring out what to include is highlighting the specific job requirements, keywords, and terminology listed in the job posting.

CLOSING PARAGRAPH: This should be brief! Thank them for their time and indicate when you will follow up (unless the posting requests no calls or follow ups). Specify if you are open to relocating or will be relocating at certain time. Indicate your desire for an interview and list a phone number and email address that they can use to reach you.

Sincerely,

Your Name