

Cover Letter Outline

[FIRST & LAST NAME]

[Contact Information]

[Month Day, Year] – *this is the date you submit the cover letter*

[Company Name]

[Address]

[City, State Zip Code]

Re: [Job Title/Number] (*this is optional, if not listed here, then list position in first paragraph*)

Dear [Hiring Team/Name of Hiring Manager],

First Paragraph – The “Intro”

- **Job title** and **company name** you’re applying to (customized for each application).
- How you **found the job** listing (optional, but useful if it’s a referral or reputable source).
- Brief introduction of **who you are** (e.g., your current role, field, or area of expertise).
- A **hook** to express enthusiasm for the position and connects your experience to the **role** or **company**
- 1-sentence summary of your value
 - (e.g., “With 2+ years of experience in customer service ...”).

Middle 2-3 Paragraphs – The “Pitch”

- Use an **example** (experience, project, etc) to...
 - Highlight your **relevant** qualifications and results (especially in how it relates to the job)
 - **Target** what they need or want (**review their job descriptions**)
 - Make it **clear, easy** to read

Last Paragraph – The “Close”

- Quick **summary** (one sentence)
- Further express your **interest for an interview**
- **Thank** them

[Sincerely/Thank you for your consideration/Regards/Best],

Signature – (signatures can add a personal touch, but this is optional)

[First & Last Name]

GENERAL TIPS:

Length: 3-5 paragraphs

Contact Info: use Header from your resume (name, contact info)

Margins: .5”-1”

Font: use same font as resume for consistency

Font Color: Black text is a standard; using color sparingly can be acceptable

Line Spacing: standard is “single spacing, 1.0”