

COVER LETTER OUTLINE

Date

(Use individual's name – If unknown, Organization name is fine)

Employer's Address

Street, etc.

City, State and Zip Code

Dear Name: OR Dear Employer:

First Paragraph. State the reason why you are writing. Explain the type of work you are interested in and indicate how you learned about the employer and/or the specific opening.

Second Paragraph. Review the Job Description from the Job Posting. From this information you should be able to briefly summarize some of your strongest qualifications related to the actual job description. Remember to consider this from an employer's point of view. They want you to demonstrate why you are a good fit for the position. Explain what you have to offer the employer!

Closing Paragraph(s). Refer the reader to your resume (or application form) you are enclosing. Indicate that you are happy to provide additional information and request an interview. Indicate that you look forward to hearing from the person/search committee soon.

Sincerely,

Your Name

Address

Address

Telephone

Email