

GENERAL OUTLINE FOR A COVER LETTER

Your Present Address
City, State & Zip Code
Today's Date

Name of Employer Representative
Title
Organization Name
Street Address
City, State & Zip Code

Dear Mr. or Ms. (make every attempt to use the name of the individual receiving this letter):

Opening Paragraph: State the purpose of the letter (e.g., applying for a specific known opening or expressing interest in working for the organization). If available, indicate a referral name or provide information on how you heard of the organization and/or opening. Use a strong beginning sentence showing the benefits to the organization if he/she reads further. Complement the organization while telling them why you want to become part of their team.

Middle Paragraph(s): Highlight your knowledge, skills, and abilities as they relate to that particular organization and/or specifics of the known opening (i.e., tell them how you are qualified). This section should not be a restatement of your enclosed resume, but rather a careful selection of those qualifications that will be of greatest interest to the reader. Demonstrate your research and knowledge of the organization in terms of this position and your selection of it as a place where your skills and knowledge can make a contribution. Be confident and remember that the reader will view your letter as an example of your writing skills.

Final Paragraph: If not mentioned previously, refer the reader to the enclosed resume. Close by asking for an interview. You may state that you will call within a certain period of time (e.g., two weeks) to set up an interview. Alternatively, you may ask that the employer call you, providing specifics on how and when you can be contacted for the interview. Reiterate your interest in the organization and thank the employer for considering your application.

Sincerely,

**(Leave 4 spaces blank and sign
your name)**

Type your name

Enclosure: Resume