

COVER LETTER OUTLINE: SPECIFIC JOB OPENING

Your First and Last Name
Your Present Address
City, State Zip Code
Date

(two spaces)

Ms./Mr. Employer Name
Title
Company
Mailing Address
City, State Zip Code

(two spaces)

Dear Ms./Mr. _____:

(To the Hiring Manager or To the Selection Committee are appropriate alternatives if you do not know the individual's name)

Opening Paragraph - Tell why you are writing. Name the particular position (e.g. Account Manager) or the general field (e.g. Sales) about which you are writing. Briefly explain how you heard of the opening or the organization. Mention a contact name if you have one. Express your enthusiasm and interest for this opportunity.

Middle Paragraph(s) - Explain why your skills and previous experience align with the job description. Tell why you are interested in the company/organization, location, or work. The cover letter is the place to "sell" your skills and abilities to a potential employer. Support your claims with specific examples.

Closing Paragraph - Refer the reader to the enclosed application form or resume and offer to provide any additional information or materials the employer would like to see. Restate how interested you are in the position and that you look forward to speaking with them soon. Express your hope that they will give you the opportunity to add value to their organization. Thank them for taking the time to consider your application.

Sincerely,

(quadruple space)

(Your handwritten signature - black ink)

Type your first and last name
(List any enclosures)