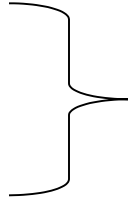


## COVER LETTER OUTLINE

Your Name  
Your Street Address  
City, State, Zip  
Phone Number



Use the same header as your resume

Date

Mr./Ms. First and Last Name of Employer  
Title of Employer  
Company/Organization  
Street Address  
City, State, Zip

Dear Mr./Ms. Last Name of Employer:

Your opening paragraph should grab the reader's interest. Introduce yourself and state the reason for writing. Name the specific position or type of work that you are interested in. Explain how you heard of the opening or potential position. Give information to show your specific interest in the organization. Remember that many employers are short on time, and will either continue reading your letter or toss it out based on these first few lines.

Your middle paragraph/s should highlight your qualifications. Give details of your background that will show the reader why you should be considered as a candidate. Describe your relevant educational and employment history. Be sure to touch on key experiences and skills, but do so without recounting your entire life history or resume.

You could have another paragraph to go into more experience that will highlight your qualifications. Emphasize your skills, abilities, and personal traits that relate to the job for which you are applying. Be sure to do this in a confident manner. Remember that the reader will likely judge your writing skills based on the quality of your letter.

Your closing paragraph is your call for action. State that you will be contacting the employer within a specific time for an interview at their convenience.

Sincerely,

(sign your name  
on printed letters)

Your name (typed)