

General Cover Letter Outline

Your Street Address
City, State, Zip Code

Date

Name of Person
Job Title
Company/Organization
Street Address
City, State, Zip Code

Dear Mr./Dr./Ms./Mrs. XXXXXXXXXXX:

FIRST PARAGRAPH: The beginning of your letter should catch the reader's attention, but avoid catchy phrases and gimmicks. Also, tell why you are writing (e.g., name the specific position or type of work for which you are applying) and mention the resource used in finding out about the opening or company/organization. [Go back to the Job Search Letters index page for examples of openings to cover letters.]

SECOND PARAGRAPH: Explain why you are interested in working for that employer or in that field of work, and most importantly, what your qualifications are (e.g., academic background/training, work experience, personal skills). Point out achievements that relate to the field in which you are applying, without duplicating exactly what is included in your resumé.

THIRD PARAGRAPH: Refer the reader to the enclosed resumé or other application materials (e.g., work sample, reference letter).

CLOSING PARAGRAPH: Indicate your desire for an interview. State that you will call on a specific day to see if an interview can be arranged at his/her convenience. If you will be in their geographic vicinity, specify when you'll be available and request an interview on one of those days.

Sincerely,

Your Name
Your Phone Number
Your E-Mail Address

Enclosure

(This sample letter is adapted from Steele, J.E. & Morgan, M.S. (1990). *Career Planning and Development for College Students and Recent Graduates*. Lincolnwood, IL: VGM Career Horizons)