*Creating a Cover Letter – Outline*

Before we begin, note that if you are e-mailing the document, list your contact information and name as you did on your resume. Also, save your cover letter in a compatible format by checking the box labeled “maintain compatibility” in Word or making the document a PDF File.

Your address

City, State, Zip

Date

Letter Recipient’s Name

Recipient’s Title (Director, President, Editor…)

Company name

Address

City, State, Zip

Dear Mr./Ms./Mrs. \_\_\_\_\_\_:

First Paragraph:

State the specific position or type of work for which you are applying and indicate *how you learned of the opening*. This helps employers find out which job as methods work best for them. If you are writing a letter of inquiry (this means you are not writing to apply for an **advertised** position), then you might discuss why you want to work for that specific employer (type of work, clientele, your interests). You should indicate any education that is relevant. Your last sentence should be like a thesis statement, and cover things that you will go through in the cover letter. For example, “Through my coursework at \_\_\_\_\_\_ and training at \_\_\_\_\_, I have gained leadership, communication, and computer skills that could benefit your company”.

Body Paragraphs:

Go through the specific skills you named that make you an ideal candidate for the position. Give two or three **specific examples**. *Accentuate* informationprovided on your resume, but do not simply **repeat** **it**. Rather, explain how the experience listed on your resume will be an asset for the employer. A recent graduate may emphasize his or her educational background and explain how it is a major qualification for the job.

Final paragraph:

Indicate that you have enclosed a resume and/or other required materials (like an application or transcripts, if they are requested). Be bold in your closing paragraph: you want to initiate an interview. You might state that you will be in the employer’s area on a certain date and want to set up an interview, or that you’re looking forward to the chance to discuss how your experience/qualifications/education make you a viable candidate. **ALWAYS** include contact information and times that you can be reached. Finally, thank the employer for considering your application.

Sincerely,

(signature)

Your name, typed