General Outline for a Cover Letter

Your mailing address
City, state and zip
Your phone number
Your e-mail address

Full date (October 25, 2006)

Employer’s full name and title (or organization name)
Employer’s full mailing address

Dear John: (or) Dear Mr. Jones: (or) To Whom It May Concern:

Opening paragraph: State why you are writing, (I am applying for…) name the specific position or type of work for which you are applying. Mention how you heard about the job opening. Tell something you know about the organization (I have been impressed with your contribution to the community during your seven years in business). It is very important to let the employer know that you know something about their organization.

Middle paragraph(s): The bulk of your cover letter is to let the employer know why you are interested in the job and that you are the best applicant. Tell the employer the specific qualifications you have as outlined in the job description. Emphasize additional skills or abilities you have that relate directly to the job. Keep everything on a positive note. Avoid referring to qualifications the employer is seeking that you don’t have. You may want to refer to your resume, but be careful not to reiterate everything on it. Be sure to do all of this in a confident manner. Also, remember that the reader will view your cover letter as an example of your writing skills. Spell check is our friend!

Closing paragraph: Thank the employer for their time and consideration. Use an appropriate closing to indicate your interest in being interviewed for the position. Use an assertive ending that lets the employer know you expect to hear from them soon. It is appropriate to follow up your cover letter and resume with a phone call in about three days.

Sincerely,

Your Signature

Your name typed