

# Cover Letter Outline

Your name  
Your street address  
City, State, Zip Code  
Date

Ms. Jane Employer  
Title  
Organization  
Street Address  
City, State, Zip Code

Dear Ms. Employer:

**First paragraph:** Tell why you are writing; name the position, field, or general career area in which you are interested. Tell how you heard of the opening or organization (this is especially important if you were referred by a mutual contact).

**Second paragraph:** Mention one or two of your qualifications that you believe will be of greatest interest to the organization, slanting your remarks to their point of view. Tell why you are particularly interested in the employer, location, or type of work. If you have related experience or specialized training, be sure to point it out. Refer the reader to the enclosed application form, resume, and/or the fact that XYZ Career Center has on file or will send full credentials to provide additional information concerning your background and qualifications.

**Third paragraph:** Close by making a request for an opportunity to talk with the employer. Indicate that you will follow up with a phone call or e-mail about the possibility of a meeting. If your request is not concerning an interview but instead seeking information on the organization and current job openings, you can request that the information be sent electronically. Prior to requesting this information, make sure it is not readily available on the organization's website. Thank the employer for his/her consideration of your application materials.

Sincerely,

*Your Handwritten Signature*

Your typed name

Enclosure (if you are mailing a hard copy letter)