

General Outline of a Cover Letter

Date of Letter

Applicant's Name

Applicant's Address

Applicant's Phone Number

Employer's Name

Title

Address

Dear _____,

Opening Paragraph: State why you are writing, name the position or type of work for which you are applying, and mention how you heard of the opening in the organization.

Middle Paragraph: Explain why you are interested in working for this employer and specify your reasons for desiring this type of work. If you have had relevant work experience or related education, be sure to point it out, but do not reiterate your resume. Emphasize skills or abilities you have that relate to the job for which you are applying. Be sure to do this in a confident manner and remember that the reader will view your cover letter as an example of your writing skills. This is a great place to use some of the verbiage which the employer has used in the job ad or description so that you can show that you are the person they are looking for.

Closing Paragraph: You may refer the reader to your enclosed resume or whatever media you are using to illustrate your training, interests, and experience. Have an appropriate closing to pave the way for the interview by indicating the action or steps you will take to initiate an interview date.

Sincerely,

(Always hand sign your letters)

Your name typed

Enclosure