



Cover Letter Outline

Your name
Present address
City, State Zip Code
Phone Number
Email address

Add phone number and address as a way to contact you.

Use one of the fonts from your resume for your cover letter, from heading or body. Font size: 10-12 is best.

Date of Writing

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

All information here will refer to the employer, company, organization, or internship you intend on applying to; therefore, try to find a name of a person to address your letter. If not available, use "Dear [name of the company]"

*Note that there are no indentations for the paragraphs and they are separated by one space between paragraphs.

Dear Mr./Ms./Mrs./Dr. Last Name:

In the introduction paragraph, describe why you are writing: include position, field, or area you are applying and how you learned about the opening. Include a brief statement about how your skills and/or experiences will make you the most qualified employee for their organization and the field; include your "best sellers." Do some research: demonstrate that you have knowledge about the organization/company/field. While this shows interest, it also shows that you have tailored the cover letter to only their organization.

In the middle paragraphs (1-3), highlight your best credentials, using **show, don't tell**. To do so, demonstrate how your interests, education, and experience fulfill the requirements of the position. In addition, describe the qualifications (specialized training, experience, research) that you think are most relevant and mention it here. Briefly summarize how your skills and experiences are relevant to the position. **Tell a story and do not simply list your skills**. You may want to focus your middle paragraphs on a single subject; for example, you can focus your first paragraph on education and your second on experience – don't forget that you want to **show your best qualities**.

In the conclusion paragraph, you can refer the employer to your resume for further details about your experiences, skills, and qualifications. Reiterate why you want to work at that specific organization and show you have done research on their values, beliefs, and interests. Remind the employer why you will be the best employee for their organization. Offer your contact information and thank for the employer for their time and consideration. If appropriate, indicate when and how you plan on following up with them.

Sincerely,

If you are sending your cover letter as a paper copy, sign above your typed name.

Name

*There are four spaces between "Sincerely," and your typed name.

Keep the cover letter to 1 page.

Remember, highlight your best qualities to your potential employer, using "show don't tell," and concrete details.