

# COVER LETTER OUTLINE

**Cover letters convey a detailed, convincing message of why should the employer consider YOU!** Successful cover letters are tailored for each employer AND the position that you are applying to, utilizing key words and phrases from the actual job description. It should demonstrate your knowledge of the employer's needs and expand on how your education, experience, skills and results are the "solution to their dilemma". They need you and your cover letter should compel them to invite you for an interview. NO RESUME should be sent without one.

**Use your STATIONERY HEADER – (name, address, phone, email)  
– from your RESUME (same font and format) (3 spaces)**

**DATE** (2 spaces)

Employer Name & Title

Company Name

Address

City, State Zip

Dear Employer Name: (use **colon** - not comma)

## **First PARAGRAPH - WHY YOU ARE WRITING.**

**Use this paragraph to talk about THEM – what makes you interested in working at their company?**

After your sentence about what makes you interested in THEM, write a sentence that leads into your next paragraph

*SAMPLE:* I am writing to be considered for the \_\_\_\_\_ position at \_\_\_\_\_. Tell them why their company is of particular interest to you (this is where you look on their website and refer to the what they do, what clients they work with, their philosophy or mission statement about their company, etc.). Finish this paragraph with a summary statement – something like – I believe you will find the combination of my education and experience to be an excellent match with the \_\_\_\_\_ position available at \_\_\_\_\_.

## **Second PARAGRAPH - WHY THEY SHOULD HIRE YOU.**

**Outline your experience (not just where you worked, but what experience you've gained that makes you the best candidate for their company!) and your education to show that you are well-rounded and have what it takes to be an asset to their team.**

*SAMPLE:* Write about your education, what skills you've learned (computer skills, any other specialized skills related to your field) and write about any cooperative education experience or career related work that you have done – what skills you offer them as a candidate for their position.

## **Third PARAGRAPH – WHAT IS YOUR NEXT STEP?**

**Don't wait to hear from them, but let them know that you will be following up with them.**

*SAMPLE:* Enclosed please find my resume, list of references (and anything else that they ask for). I am very interested in meeting with you to discuss the opportunities available at \_\_\_\_\_. I will contact you in the next two weeks to follow up with my application. In the meantime, feel free to contact me at the number listed above. I look forward to speaking with you soon. Thank you for your time and consideration.

Sincerely,

(4 spaces – SIGN your name)

TYPE YOUR NAME