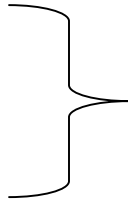




COVER LETTER OUTLINE

Your Name
Your Street Address
City, State, Zip
Phone Number



Use the same header as your resume

Date

Mr./Ms. First and Last Name of Employer
Title of Employer
Company/Organization
Street Address
City, State, Zip

Dear Mr./Ms. Last Name of Employer:

Your opening paragraph should arouse interest on the part of the reader. Introduce yourself and state the reason for writing. Name the specific position or type of work that you are interested in. Explain how you heard of the opening or potential position. Give information to show your specific interest in the organization.

Your middle paragraph/s should highlight your qualifications. Give details of your background that will show the reader why you should be considered as a candidate. Describe your relevant educational and employment history. Be sure to touch on key experiences and skills, but do so without recounting your entire life history or resume.

You could have another paragraph to go into more experience that will highlight your qualifications. Emphasize your skills, abilities, and personal traits that relate to the job for which you are applying. Be sure to do this in a confident manner. Remember that the reader will view your letter as an example of your writing skills.

In your closing paragraph, ask for action. State that you will be contacting the employer within a specific time for an interview at their convenience.

Sincerely,

(sign your name)
Your name (typed)

Enclosure