

Cover Letter Outline

Your present address (or use same heading as on your résumé)
City, State Zip Code
Area code and daytime telephone number

Date of writing

Name of Employer, Title
Company Name
Address
City, State Zip Code

Dear _____: (address to a specific person)

"Why I'm Writing" You should tell the reader what job you are applying for, where you found out about the position, and why you are writing. This is a good place to state the name of someone you may know who is working for the company.

"How I'm Qualified" Briefly describe your academic and professional qualifications. This is where you go into detail about yourself. Tell them about some of your skills or explain why you feel you have a particular personality trait. Use clues from the newspaper ad to guide you to what the employer is looking for.

"Why I'm Right for this Job" Refer to your résumé as you relate yourself to the company, giving details about why you should be considered for the job. This is a good place to demonstrate your knowledge of the company or industry. Once again, you can look to the ad for clues.

"What steps I'll take to make sure we talk further about my qualifications"

Request action. Ask for an interview.

Tell the employer you will make contact within a specific period of time or on a specific date. Then be sure to carry out the follow-up action you said you would.

Or tell the employer how to reach you during business hours.

Don't forget to thank them for their time.

Sincerely,

Typed name

Enclosure: Résumé