

Cover Letter Outline:

Your Present Address
City, State, Zip Code
Date of Letter

Name
Title
Company/Organization
Street Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

1st Section: “Why Am I Writing?” Identify the position you are applying for or the vocational interest area you are inquiring about. Identify how you heard of the opening or organization. Identify why you decided to contact the employer. Research the company and discuss why you are interested in working for that organization.

2nd Section: “Who Am I and Why Should You Hire Me?” Identify your skills, experiences and qualities that relate to the position (or interest area). Highlight one or two of your strongest qualifications and explain how they relate to the needs of the employer. Do not simply restate the facts that are on your resume (“*Through my public relations internship at WWOW, I have developed selling and communication skills that are essential to the position of X,*” sounds more informative than, “*I have worked in public relations as an intern*”). *Explain why you are specifically interested in the employer and the type of work/location, etc.*

3rd Section: “My Next Step?” Refer the reader to the enclosed application, resume, vita, and/or status of other required documents. Close the letter with a strong interest in pursuing the next step of an informational interview, an employment interview, and/or additional information or application. Be assertive and state how you intend to follow up (“*I will be calling you on ? date to see if an interview can be arranged*” or “*I will call you during the week of ? to arrange a convenient time to discuss career options*”). Clearly indicate whether you or the employer will follow up and what the next step will be.

Sincerely,

Handwritten Signature

Typed Name

Enclosures: Resume, References