

COVER LETTER OUTLINE

Your Name
Your Street Address
Your City, State, Zip
Your email and phone number

Hiring Manager Name (If known)
Company Name
Company Street Address
Company City, State, Zip

Date

Dear Hiring Manager,

Opening paragraph goes here. List pertinent information such as job title, number, location and where you learned about the position. Be sure each cover letter is specific to each position to which you apply and that you keep your terminology consistent with theirs.

Highlight the qualifications and accomplishments which are most crucial to this position. You may use bullet points. Do NOT cut and paste from your resume for this section. They want to see some effort went into designing the cover letter.

Use this paragraph to indicate how the qualifications and accomplishments listed above make you the ideal candidate for the position for their company.

Let them know you look forward to meeting them and indicate if you plan to follow up with a phone call (and then be sure that you do!). Be sure to restate your contact information in this section.

Sincerely,

Leave some space and then type your first and last name and sign above it.