

Outline for the Cover Letter

Use complete title and address

If possible, address to a person by name.

Make the addressee want to read your resume. Be personable and enthusiastic.

Be brief, yet specific; your resume contains details.

Top and bottom margins should be equal.

Always sign letters.

Your name
Your address
Your phone number

If a resume or other enclosure is used, note in letter.

Date of Letter

Employer's Name and Address

Salutation:

Opening Paragraph: State why you are writing, name of the position or type of work for which you are applying and mention how you heard of the opening or organization.

Middle Paragraph(s): Explain why you are interested in working for this employer and specify your reasons for desiring this type of work. If you have had relevant work experience or related education, be certain to point it out, but do not reiterate your entire resume. Emphasize skills or abilities you have that relate to the job for which you are applying. Be sure to do this in a confident manner and remember that the reader will view your letter of application as an example of your writing skills.

Closing Paragraph: You may refer the reader to your enclosed resume (which gives summary of your qualifications) or whatever media you are using to illustrate your training, interests and experience. Have an appropriate closing to pave the way for the interview by indicating the action or steps you will take to initiate an interview date.

Sincerely,

John Smith

John Smith
1000 West Foothill Boulevard
Glendora, California 91741
(626) 555-5555

enclosure