

## **GENERAL OUTLINE AND BASIC ELEMENTS OF THE COVER LETTER**

**Your Name**  
**Your Address**  
**Your Phone Number**  
**Your Email Address**

**Date of Letter**

**Reader's Name**  
**Reader's Title**  
**Name of Company**  
**Company Address**  
**City, State Zipcode**

**Salutation:** Use Title and Last Name if available (e.g., Dear Dr. Smith: or Dear Ms. Jones:); don't use a first name unless you know the individual well and are sure this is acceptable; if you do not have a name, use the title (e.g., Dear Employment Manager:); never use "Dear Sir or Madam:" or "To Whom It May Concern."

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

**Middle Paragraph(s)** Here you want to describe your major strengths **as they relate to the position you are seeking**. If possible, mention one or two recent accomplishments that illustrate your proficiency and effectiveness. The idea is to create interest and show how your skills and qualifications can be of value to the organization.--to make the reader want to know more. Don't reiterate everything that's in your resume, but refer the reader to your enclosed resume for more detail on your qualifications and experience.

**Closing Paragraph:** Restate your strong interest in the position or organization and your desire for a face-to-face meeting. Pave the way for the interview by indicating the action or steps you will take to initiate a meeting. If this is not appropriate, simply state that you look forward to hearing from the reader soon. Finally, express your appreciation for the reader's time and consideration.

**Sincerely,**

*Your Signature*

**Your Full Name:** This should be the same as your heading, and also match your resume.

**Enclosure:** In the event that your letter and resume are separated, this simply indicates to the reader that there is additional material included with your letter.