

## OUTLINE OF A COVER LETTER

Your contact information here. Use same heading as resume.

Date of Letter

Hiring Manager's Name  
Title

Name of Company  
Company Address  
City, State Zip Code

### TIPS:

- Cover letter should be sent with resume & customized to each employer.
- Letter should not duplicate resume but expand and highlight your accomplishments.
- Use Arial or Times New Roman Font, size 12 (should match resume); Margins approximately 1 inch.
- Pull key words/statements from the job description – justify that you possess those skills with examples.
- Use positive, upbeat statements.
- Avoid starting several statements with “I” – start with the skill.
- No longer than 1 page, write concisely.
- Final draft should be printed on resume quality paper.
- Absolutely no spelling or grammar errors.
- Keep a copy for your records.

**Salutation:** Use title and last name if available, ex: Dear Dr. Smith: or Dear Ms. Jones:. Do not use a first name unless you know the individual well and are sure this is acceptable. If you do not have a name, use Dear Hiring Manager: or Dear Human Resources:. Avoid using "Dear Sir or Madam:" or “To Whom It May Concern:.”

**Opening Paragraph:** State why you are writing the letter, name the position or type of work for which you are applying and mention how you learned of the opening or organization. Include a sentence of why you are a good fit for the position and/or why you are excited about the opportunity. In this opening paragraph, you need to capture the attention of the reader so they continue reading.

**Middle Paragraph(s):** This is your selling paragraph. Describe your major strengths as they relate to the position you are seeking. Mention one or two recent accomplishments that illustrate your proficiency. Refer to prior work experiences, internships, class room experiences, military, volunteer, etc. to demonstrate skills. Show how your skills and qualifications can be of value to the organization. Do not reiterate everything that is in your resume, but refer the reader to your enclosed resume for more detail on your qualifications and experience.

**Closing Paragraph:** Restate your interest in the position or organization. Request an interview and provide follow-up contact information and steps. Express your appreciation for the reader's time and consideration.

Sincerely,

*Your Signature*

Your full name typed

Enclosure      This indicates that you have other documents for the employer to review.

Use the same heading as your resume

## FIRST NAME LAST NAME

1112 Main Street • Norfolk, NE 68701 • (402) 371-0000 • jodraft@msn.com

Today's date

Mr. Harvey Leo, Title  
Company  
900 East Valley Drive  
Omaha, NE 68105

Dear Mr. Leo:

### TIPS:

- Cover letter should be sent with resume & customized to each employer.
- Letter should not duplicate resume but expand and highlight your accomplishments.
- Personalize the letter – find out the name of the hiring manager.
- Use Arial or Times New Roman Font, size 12 (should match resume); Margins approximately 1 inch.
- Pull key words/statements from the job description – justify that you possess those skills with examples.
- Use positive, upbeat statements.
- Avoid starting several statements with “I” – start with the skill.
- No longer than 1 page, write concisely.
- Final draft should be printed on resume quality paper.
- Absolutely no spelling or grammar errors.
- Keep a copy for your records.

Please accept this as my letter of application for the XXXXXXXX position that was advertised on (date) with Career Services at Northeast Community College. The position seems to fit very well with my education, experience, and career interests. **Grab attention in this sentence as to why you are qualified and/or interested in this opportunity.**

My XXX experience and my degree in XXX are my strongest qualifications for employment with XXX Agency. While pursuing this degree, my knowledge of XXX and XXXX were strengthened. Classroom experiences increased my understanding of XXXX and XXXX. Through my work experiences, I gained experience in XXXX. **This is your SELLING paragraph. You could have two selling paragraphs. Pull in any skills that will be beneficial to that new employer by stating the skill, then provide how you gained that skill. Ex. through your program, work, internship, etc.** The enclosed resume provides additional information regarding my qualifications.

I would appreciate the opportunity to further discuss how I can best serve your organization. Please contact me at (402) 371-0000 to schedule an interview. Thank you for your time and consideration.

Sincerely,

← Your signature here

First Name Last Name

Enclosure