

# Cover Letter Outline

Your Address

Date

Name of Hiring Manager/Supervisor of position/search committee chair

Title

Company Name

Company Address

City State Zip

Dear **Name**:

## **First paragraph: Why I am writing and why I am applying**

Introduce yourself, and state the position you are applying for and how you heard about it. If you heard about the position through someone in your network, ask that individual if you can mention their name in your application materials. If they are comfortable supporting you in this way, mention their name in the first or second sentence of cover letter. Describe why you are interested in the position and company and offer a brief overview of your qualifications.

## **Body paragraph(s) (1-2): How I am qualified, why I am right for the job**

Briefly describe your academic and professional qualifications – highlight and expand upon 2-4 most relevant experiences from your résumé without copying your résumé. Relate yourself to the company, giving details about why you should be considered for the position. Demonstrate your knowledge of the company and industry.

## **Last paragraph: Be proactive and show gratitude**

Restate your interest in the position and the company. Request an interview. Thank the employer for their time and consideration.

Sincerely,

Your Name (signature)

Your Name (typed)

## **Tips:**

- Tailor each cover letter for each position and company to which you apply.
- Find the specific contact person for the position to which you are applying in the job description, in the application instructions, on LinkedIn, on the company website, or by calling the organization's HR office.
- Get feedback on your cover letter drafts before you submit your applications!