

**General Outline for a Cover Letter**

Your Address  
City, State, Zip Code

Date of Letter

Employer's Name  
Employer's Title  
Company Name  
Company Address  
City, State, Zip Code

Dear [Employer's Name]:

*Identification/ Introduction paragraph:* You will want to tell the reader why you are writing and identify the position for which you are applying. You also want to capture the reader's attention and mention how you heard about the organization or the opening.

*Statement paragraph:* This paragraph relates your particular skills and abilities specific to the position for which you are applying. Clearly outline those skills and abilities which meet the employer's needs or requirements and why you would make an outstanding candidate for the position.

*Selection paragraph:* Communicate to the employer your interests in working for the company and why you have identified and selected their particular business.

*Request paragraph:* Clearly state what you want the reader to do for you, which would be to contact you for an interview. State that you look forward to hearing from them or speaking with you. Also, thank the reader for his/her time and consideration.

Sincerely,

[Handwritten Signature]

Your Name Typed

Encl: Résumé