

## Cover Letter Outline

Your Name  
Your Address  
City, State, Zip Code  
Phone Number  
E-mail Address

*(you may also use the same header as your resume)*

Current Date

Employer's Name  
Title  
Company Name  
Address

Dear [Mr. or Ms. Last Name,]

**First Paragraph** – State the reason for the letter, the specific position or type of work for which you are applying, and the source of awareness/contact with the company (Career Center, employment service, new media, friend, official website, or career fair).

**Second Paragraph** – This paragraph is *designed to arouse interest*. Indicate why you are interested in the position, the organization and its products or services, refer to research you have conducted on the position and employer. Try to stimulate interest in you as a possible employee/intern and illustrate your fit for the position.

**Third Paragraph** – The third paragraph *should create desire*. Communicate to them what you can do for the organization as an employee/intern and why they should hire you. You may want to highlight particularly relevant aspects of your resume, experience and/or educational preparation. You can also include relevant skills or qualifications that you did not include in your resume.

**Last Paragraph** – In the final paragraph, *you ask for action*. Indicate your desire for an interview and flexibility as to the time and place. You may want to indicate that you will follow-up with a phone contact on a particular day or week to arrange an interview. Be positive in your attitude.

Sincerely,

Your name typed here