

# COVER LETTER OUTLINE

## INTRODUCTORY INFORMATION:

Your address

City, State

Date of Writing

Name of Employer

Title of Employer

Company Name

Company Address

### REMEMBER

The letter should be balanced on the page, so ensure that it is spaced out according to the length of the page.

Dear Mr/Ms/Mrs (Employers Last Name)

### ▶ 1ST PARAGRAPH

Tell why you are writing, name the position that you are applying for, and tell how you heard of the opening of the position.

### ▶ 2ND PARAGRAPH

State why you are interested in working for the employer, specifically your interest in this type of work. Include any achievements of related work and transferable skills that you will apply to the job. Give examples of how you would exemplify these skills in the new role.

### ▶ 3RD PARAGRAPH

Use the closing to pave the way to an interview, ask for an appointment on a specific date, give your phone number, or email, or offer similar suggestion for an immediate and favorable reply.

Respectfully,

Your Signature

Your name (typewritten)



*Molly Dunn*  
*mollyd@muskingum.edu*

*Jackie Vascura*  
*jkent@muskingum.edu*