

COVER LETTER OUTLINE

A **cover letter** is a document sent with your resume to provide the hiring team more information about your skills and experience relating to the job. However, will HR or a hiring manager *actually read it?* Who knows! What you can control is your image and professionalism that you put out there.

It is a great addition to your job application because cover letters:

1. Demonstrates your interest and research in the position and company/organization
2. Showcases your ability to tailor your message, personal brand, knowledge of oneself, articulate experience and skills and reasons you add value to the company
3. Provides an excellent writing sample and written communication skills

Use the following key and example below to write your own letter:

- Black text: Good to go! Use this in your letter
- Blue text: Add your personal information/tailor to the job
- Red italics: Notes to assist you in crafting your communication

Your mailing address

Date

Contact's Name *(Find by Googling the company or LinkedIn.)*

Title

Company Mailing Address

Dear Contact's Name: *(leave out Mr. Mrs. Ms. unless you are sure of gender and marital status).*

I am writing to express my interest in the _____ position at _____ company. *Next, say why you are interested.* After speaking with _____ *(or after reviewing your website, I found _____).* I am confident that my experience and skills make me an ideal candidate for this position.

*Second paragraph: Use the **STAR technique: Situation, Task, Action, Result.** Read the job description and search for **skills, keywords and industry competencies.** Demonstrate those abilities using **specific examples related to the job.** Currently, I am the **(current position)** for **(current company).** State what your goals and objectives are. My goals are _____. *Action: How you completed those tasks (i.e. market research, working within a team, an event you hosted, project management, etc.)* As a result, _____. *Be specific. Use numbers, percentages, quantitative information to **show accomplishments and results.****

In addition, _____. *Here is your opportunity to state more information about your education or listing other experiences that directly relates to the job.* I am confident that my *list keywords!* _____, _____, _____ skills will add value to your organization.

State another reason why you are excited about the position, include additional research you have found on the company, and/or how you will add value to the organization. I welcome the opportunity to meet you for an interview. You may reach me at **(phone)** or **(email)**. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Your Name

Looking for more? Search for cover letter examples online! Additional resources:

- [8 Cover Letters You Need to Read Now](#)
- [Quick Tips for Getting Your Cover Letter Read – Not Trashed](#)
- [8 Resources to Help You Nail Your Next Cover Letter](#)