Cover Letter Outline

Thelma Roughrider
928.555.5555
troughrider@yc.edu

[Your contact info]

[One line space]

October 16, 2023

[Current date]

[One line space]

Dear Ms. Ruff

[Hiring managers name or To whom it may concern]

[One line space]

First paragraph: The first paragraph of your cover letter should state the position you are applying for, how you learned of the position, and your excitement to apply. You can mention the person who introduced you to the position, with their permission. You should also conclude this paragraph with 3 reasons as to why they should hire you.

[One line space]

Middle paragraph(s): The body of your cover letter is where you should identify and share you strengths and qualifications for the position (the 3 reasons you stated in your first paragraph). Explain how your skills directly apply to the available role and elaborate on your resume, do not repeat it. Share any accomplishments and abilities and how they can directly benefit the employer and role you are applying for.

[One line space]

Closing paragraph: In your closing paragraph refer the reader to your resume or any other documents you submit. Thank the reader for their time and consideration and share how you can best be contacted.

[One line space]

Sincerely,

[Two line space]

Typed Name

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