

**GENERAL OUTLINE FOR A COVER LETTER**

City, State Zip Code  
Today's Date

**(4 Spaces)**

Employer's Full Name  
Employer's Title  
Department  
Name of Company  
Street Address of PO Box  
City, State Zip Code

**(2 Spaces)**

Dear Mr./Ms. \_\_\_\_\_:

**(2 Spaces)**

How you heard about the job or why you are writing. Name the position for which you are applying or the type of work in which you are interested. Mention a contact's name if appropriate.

**(2 Spaces)**

Why you are qualified for this particular job and this type of work. Why you are interested in and qualified for this industry. Relate your relevant work experience and education to the criteria and qualifications. Emphasize your skills and abilities that relate to the job. Use one or two brief and strong examples. Mention personal transferable type skills.

**(2 Spaces)**

Refer to your enclosed resume. Mention your willingness to provide letters of reference, transcripts, etc. Indicate that you will contact him/her within a certain period of time or that you look forward to hearing from him/her.

**(2 Spaces)**

Sincerely,

*Handwritten Signature*

**(4 Spaces)**

Type your name here  
*(Don't forget to sign your name!)*