**COVER LETTER OUTLINE**

Your Full Name

Mailing Address

City, State, Zip

Contact Number

### Email

### Today’s Date **Manager’s Name**

Manager’s Title or Position

Company’s Name

Mailing Address

City, State, Zip  
  
Re: **Position Title you’re applying to**

Dear (Ms. or Mr.) Last Name:

#### 1. Seize Attention/Introduce Your Qualifications:

In the first sentence of your letter, grab the manager’s attention. Tell them what position you are applying for and how you learned about the position (If referred, mention the source, it may create a positive connection). **Pique their interest**: Explain why you are interested in their company and why you chose to apply.

#### 2. Share your VALUE! Detail accomplishments, highlights, skills:

Give the Employer what your situation is (graduating student; years of experience in an industry; transitioning from military, etc.). Next, SELL Yourself: Quickly show you’re qualified to perform the job and what your VALUE really is! Use bulleted statements to grab attention and convey your message quickly and efficiently.

#### 3. Closing Paragraph

Be proactive, not passive here. Let the Manager know what you expect them to do and how to contact you (include your Phone #).

Sincerely,

Your Signature

Your Printed Name