

YOUR COVER LETTER OUTLINE

PARAGRAPH 1: Why are you writing to me?

What is the position you are applying for?

Who is the job with?

How did you hear about this opportunity?

Briefly, why are you applying for this opportunity?

PARAGRAPH 2: What's special about you?

What are you doing now? Are you a student? Are you working?

What skills do you have that will meet the employer's needs?

PARAGRAPH 3: Why do you want to work here?

Why are you interested in this employer? What do you know about them?

What is the employer's mission statement? What are their goals?

What are the employer's values? Do they align with your values?

PARAGRAPH 4: What's next?

Why are you excited about this opportunity?

How can the employer contact you?
