

Cover Letter Outline

[Your Name]
[Your Address]
[City, State ZIP Code]
[Your Email Address]
[Phone Number]
[Date]

[Employer Name]
[Company Name]
[Company Address]

Dear [Hiring Manager's Name],

1. Introduction

- State the position you are applying for.
- Mention how you heard about the opportunity.
- Express your interest in the role/company.

2. Body Paragraph(s)

- Highlight your relevant skills and experiences.
- Explain how your background makes you a good fit.
- Provide specific examples of your achievements.
- Match your qualifications with the job requirements.

3. Closing

- Reiterate your interest in the position.
- Thank the employer for considering your application.
- Mention your desire to discuss your application further.

Sincerely,

[Your Name]