

Cañada College Career Center

Cover Letter Outline

Your Present Address
City, State, Zip Code
Phone Number with area code

Date of writing

Name of Employer, Title
Company Name
Address
City, State, Zip Code

Dear _____: (Address a specific person)

“Why I’m Writing” You should tell the reader what job you are applying for, where you found out about the position, and why you are writing. This is a good place to state the name of someone you may know who is working for the company.

“How I’m Qualified” Briefly describe your academic and professional qualifications. This is where you go into detail about yourself. Tell them about some of your skills or explain why you feel you have a particular personality trait. Use clues from the job description and their website to guide you to what the employer is looking for.

“Why I’m Right for this Job” Refer to your resume as you relate yourself to the company, giving details about why you should be considered for the job. This is a good place to demonstrate your knowledge of the company of industry. Once again, you can look to the announcement and website for clues.

“What steps I’ll take to make sure we talk further about my qualifications”

Request action! Ask for an interview!

Tell the employer you will make contact within a specific period of time or on a specific date. Then be sure to carry out the follow-up action you said you would. Or, tell the employer how to reach you during business hours. Don’t forget to thank them for their time.

Sincerely,

Your Name