

Cover Letter Outline

Your address

Date (SKIP FOUR LINES)

Name of Contact Person

Title

Organization

Street Address

City, State, Zip Code

Dear Ms., Mr., and Dr. (etc): (Never say To Whom It May Concern or Mrs.)

1st Paragraph- Introduction

- State who you are and your purpose for writing:
Example:
I am a sophomore at MassBay Community College majoring in _____.
I am interested in the _____position/internship that I saw posted on _____.

2nd Paragraph-Highlight your skills and abilities in relation to the position

- Use the job posting and using a highlighter, highlight the skills you have in the bag!
- After highlighting your skills on the posting, go back and number the highlights.

Sample Posting:

Position: Special Events and Public Relations Associate

Looking for an 1) **organized individual with the ability to multi-task**, experience with 2) **event planning**, and 3) **marketing** a must. The job requires a great amount of verbal and written communication skills. Should be familiar with sales process.

- 1) I am an extremely organized person who creates task sheets to keep track of my daily goals.
- 2) The event planning experience that I gained from..... allowed me to learn..... (specific) skills.
Note: Give an example of a project that you are especially proud of completing. It is ok if it was for a class.
- 3) I have worked intensely with creating and promoting marketing materials, such as..... for.....

- Please see my attached resume that describes my experiences in further detail.

3rd Paragraph- Closer, Follow up and Thank you (show that you researched the company in some way)

Example:

I am always searching for avenues that allow me to learn about areas that interest me. Name of company or organization interests me because it encompasses *all of the areas (list them)* that I feel will help enhance and complement my classroom experience, especially in the following areas _____.

I look forward to discussing my experience and qualifications with you. You can reach me at (phone number) or via e-mail at _____.

Sincerely,

Your Signature

Your name in print

Tips:

- A good cover letter should not sound like a re-hash of your resume. It should pull highlights from your resume and tie it gracefully with the job description. Consider it a bridge between your resume and the position you're seeking.
- Make your cover letter visually appealing and coordinated with your resume. Use the same personal information block in the heading of your cover letter and your resume. A cohesive resume package is a very attractive selling point. If using paper (i.e., not online), use the same high quality paper for the cover letter as for your resume. At the same time, do not overdo the style elements. One type font is never wrong (unless you are in the arts).
- Be concise. Never use two words when one will do (avoid verbosity).
- You don't have to explain everything. You may leave the employer wishing to learn more about you.
- You should use a different cover letter for every job application. It must be specific to the exact role that you are applying for.
- This is not your [autobiography](#). Keep it well under a page.
- Avoid generic, empty language ("I will bring a depth of experience," or, "I believe my qualifications and experience suit the demands of the position"). Be specific and concrete about what you can bring to the position.