

## Outline of a Cover Letter

### Applicant's Name & Address (Match with Résumé Header)

**Date the letter appropriately**

Date of Letter

**Use complete title and address**

Employer's Name and Title  
Name of Firm  
Address  
City, State ZIP

**If possible address it to a particular person by name** position or heard

Salutation:

*Opening Paragraph:* State why you are writing, name the type of work for which you are applying and mention how you of the opening or organization.

**Make the addressee want to read your résumé. Be personable and be enthusiastic** working for work. If reader will

*Middle Paragraph(s):* Explain why you are interested in this employer and specify your reasons for desiring this type of you have had relevant work experience or related education, be point it out, but do not reiterate your entire résumé. Emphasize abilities you have that relate to the job for which you are sure to do this in a confident manner and remember that the view your letter or résumé application as an example of your writing skills.

Often it is a good idea to make a geographical connection or connection with the job and your previous experience. Use an extra paragraph in the middle of your letter to draw a personal link between you and this particular employer.

**Be brief but specific** résumé media you

*Closing Paragraph:* You may refer the reader to your enclosed (which gives a summary of your qualifications) or whatever

Have an  
**Top and bottom**  
indicating the  
**margins should**  
interview.  
**be equal**

are using to illustrate your training, interests and experience.  
appropriate closing to pave the way for the interview by  
action or steps you will take to initiate an interview date; request an  
Indicate when you are available and how you may be contacted.

*Always sign*  
**letters**

*Sincerely,*  
*(Your clearly written signature)*

Your name typed

**If a résumé or**  
**other enclosure**  
**is used, note so in**  
**the letter with specificity**

Enclosures: (1) Résumé  
(2) Official law school transcript  
(3) Writing Sample