

California State University
Northridge Career Center

General Outline for Cover Letter (Letter of Application)

Name of Contact Person Title
Organization Street Address City, State ZIP

Dear (contact person):

Opening Paragraph: Name the job for which you are applying. Tell how you learned about it. Mention the name of the person (if any) who referred you to the organization and vacancy-preferably a colleague of the contact person.

Body Paragraph(s): Critical content section which makes meaning of your resume. Emphasize skills or abilities you have that relate to the job for which you are applying. If you have had relevant work experience or related education, be sure to point it out, but do not reiterate your entire resume. Explain why you are interested in working for this employer and specify your reasons for desiring this type of work. Be sure to communicate confidence. Remember that the reader will view your letter as an example of your writing skills.

Closing Paragraph: You may refer the reader to your enclosed resume and whatever media you are using to illustrate your training, interests and experience. Call him/her on a designated date, or within a specified time period, to set up an interview at his/her convenience.

Sincerely,
Your name typed Your address
Your phone number E-mail or fax number

Enclosure(s)