



CAREER & PROFESSIONAL DEVELOPMENT CENTER

Cover Letter Outline

Header (use the same header from your resume)

Full date (January 25, 2016)

Dear, First Name (keep this section genderless if you do not know the gender)

Name of organization

Dear First Name and Last Name (or) Dear Search Committee,

Opening paragraph: Lead with a "hook" to attract the reader's interest. This hook should focus on your passion for the field, interest in the company, and/or previous experience that influenced you to apply. At the end of your hook, make sure to include the position and why you are applying. If you didn't mention the company in your hook, make sure to tell them something you know about the organization (I have been impressed with your contribution to the community during your seven years in business. For example...). It is very important to let the employer know you have done your research about the organization. End this paragraph with one related skill or experience that will draw them into the next paragraphs or with your excitement to the position for which you are applying to.

Middle paragraph(s): For this paragraph, you will go into detail about each skill/strength/experience that you introduced above and/or are stated in the position description. This allows the employer to know why you are interested in the job and that you are the best applicant. Tell the employer the specific qualifications you have as outlined in their job description. Emphasize additional skills or abilities you have that relate directly to the job. Keep everything on a positive note. Avoid referring to qualifications the employer is seeking that you don't have. Be careful not to just reiterate your resume. Be sure to do all of this in a confident manner. Also, remember that the reader will view your cover letter as an example of your writing skills. Spell check is our friend!

Closing paragraph: This section is used as a wrap-up, try not to introduce a new topic here. Thank the employer for their time and consideration. Use an appropriate closing to indicate your interest in being interviewed for the position, and to let them know how excited you are to work specifically for them. You do not have to repeat your contact information within this paragraph since your header already includes it.

Sincerely, Best, With Gratitude (whatever feels best for you)

Your Signature/Your name typed

It is appropriate to follow up your cover letter and resume with a phone call in about 2-3 weeks if you do not hear back about the time-line. Make sure to tailor ALL of your cover letters.

Find the right coach for you at: <http://careers.utah.edu/coaches> or by making an appointment in **UCAREERPATH**

*Log-in to your account from our website: careers.utah.edu, or through CIS