

# COVER LETTER OUTLINE AND CHECKLIST

**YOUR NAME**

City, State

Area Code and Phone Number

E-mail Address

Today's Date

Hiring Person

Job Title

Company/Organization

Address

City, State, Zip Code

Dear \_\_\_\_\_: OR (If no name is available) RE:\_\_\_\_\_

First paragraph

- \_\_\_ 1. Explain the reason for the letter and/or identify the position you are seeking.
- \_\_\_ 2. Mention how you learned of the position (friend, contact, website).
- \_\_\_ 3. Tell the employer something you learned about the company based on research.  
(Tell me why you care. Tell me about the award you read about.)

Second paragraph

- \_\_\_ 4. Address your ability to contribute to the employer's needs. Give examples of your relevant qualifications, accomplishments, and skills.

Third paragraph

- \_\_\_ 5. The closing paragraph should end with an action statement. **BE PROACTIVE!**  
Mention that you look forward to the opportunity to talk with them in person and that you will contact them.
- \_\_\_ 6. Remember to express your thanks.

Sincerely,

Your signature

Your name typed

**THINK: It's like a love letter: 1) Why I love you (employer) 2) Why you (employer) should love me 3) Why we are a perfect fit!**

## COVER LETTER SAMPLE

**JAYNE M. SUMMERS**  
Boulder, CO  
303-123-4567  
jsummers@thecompany.com

January 3, 2017

Chris Lamb  
Program Director  
Colorado Commission for Women  
1100 Downtown Street  
Denver, CO 80221

Dear Chris Lamb:

Sarah Smith, a former colleague of mine at the Colorado Women's Shelter, told me an administrative assistant position is open at your organization. Congratulations on receiving the Outstanding Community Service Award from the Colorado Non-Profit Association last month. I appreciate an organization focused on community service and would like to be a part of the staff doing this great work.

I would certainly bring an emphasis on customer service to the position at your agency. After three years as an Administrative Assistant at the Colorado Women's Shelter, I have experience in fundraising, event planning, and working with all levels of administration. I would enjoy using these skills to benefit the Colorado Commission for Women.

Thank you for your time and consideration and I look forward to meeting you.

Sincerely,

Jayne Summers