Cover Letter Outline

Your cover letter should be an extension of your resume. It should not reiterate what is already said in your resume, but it may serve as a way to elaborate more on your responsibilities and skills. A cover letter provides you an opportunity to introduce yourself, demonstrate your communication skills, describe your responsibilities, and explain why you are a good match for the desired position. Like a resume, your cover letter should be written for the specific job to which you are applying and it is likely that you will have many different cover letters.

Your name

Phone number |Email Address |LinkedIn URL

(Your header should be the same one that is used in your resume)

Date

Name of Hiring Manager/ HR representative, Title
Organization
Street Address
City, State, Zip

Dear [Name of HR Manager/ Representative],

Paragraph 1:

- Express your interest in the position. State the title of the position.
- Indicate how or where you learnt of the position. If someone within the company referred you to the position, include his/her name and title.
- Make a statement that you have the qualifications necessary to fill the position.

Paragraph 2 and 3:

- Tell the reader what you are currently doing. Are you in school? Are you working?
- Tell the reader about your experience and the skills you have acquired that are relevant to the desired position. Describe how you developed these skills. Provide evidence.
- What skills will you bring to the company?

Paragraph 4:

- Reiterate your interest in the position.
- Discuss next steps. Refer to your enclosed resume.
- Thank the reader for his/her consideration.

Respectfully,
Your name

For additional tips, schedule an appointment in the College of Business Collier Student Success Center with the Employer Relations staff.

BSN 2101 • 813-974-8155 • BSN-CareerGA1@usf.edu