==Cover letter basic outline==

YOUR NAME

Your contact information here. We recommend copying and pasting your resume header here.

Month, Day, Year

Potential Employer, Title
Company
Street Address
City, State   Zip Code

Dear Dr./Mr./Ms. (employer's last name): (Or RE: title of job and job number)

FIRST PARAGRAPH: Introduction
State why you are writing. Name the specific position to which you are applying. Let the employer know how you heard of the opening or organization. You might add a sentence about why you are particularly interested in them.

SECOND PARAGRAPH: How do you fill their needs?
Mention one or two of your strongest qualifications (education, experiences) you believe to be of greatest interest to the employer based upon the job description and/or your knowledge of the company. Keep the focus on them and how you fill their needs, and not so much about how you will benefit. Do make strong connections between your experiences and interest in this company (or location or type of work) and their needs.

THIRD PARAGRAPH: Show your potential
Discuss some personal qualities (organization skills, hard-worker, initiative, etc.) that the employer specifically asks for in the job description. Tie these skills to tangible experiences (such as from specific experiences, projects, occasions). This is your chance to discuss abilities or talents that may not be elaborated upon in your resume.

FOURTH PARAGRAPH: Closing
Briefly restate your interest in the position and reiterate your preferred contact information. Offer to provide more information (beyond your resume and other application materials). Be confident, but not overly aggressive. Perhaps, add a proactive statement about what you will do, such as follow-up with a phone call in a couple of days. Thank them for their time and consideration in reading your application materials.

Sincerely,

(Sign here if it is a paper copy, or add a scanned electronic signature)

Your Name

Enclosure (this draws attention to your resume and other application materials)