



Cover Letter Outline

Your name
Present address
City, State Zip Code
Phone Number
Email address

Date of Writing

Name of Person
Title of Person
Organization Name
Street Address
City, State Zip Code

Dear Mr./Ms./Mrs./Dr. Last Name:

In the introduction paragraph, describe why you are writing: include position, field, or area you are applying and how you learned about the opening. Include a brief statement about how your skills and/or experiences will make you the most qualified employee for their organization and the field; include your “best sellers.” Do some research: demonstrate that you have knowledge about the organization/company/ field. While this shows interest, it also shows that you have tailored the cover letter to only their organization.

In the middle paragraphs (1-3), highlight your best credentials, using **show, don't tell**. To do so, demonstrate how your interests, education, and experience fulfill the requirements of the position. In addition, describe the qualifications (specialized training, experience, research) that you think are most relevant and mention it here. Briefly **summarize** how your skills and experiences are relevant to the position. **Tell a story and do not simply list your skills**. You may want to focus your middle paragraphs on a single subject; for example, you can focus your first paragraph on education and your second on experience – don't forget that you want to **show your best qualities**.

In the conclusion paragraph, you can refer the employer to your resume for further details about your experiences, skills, and qualifications. Reiterate why you want to work at that specific organization and show you have done research on their values, beliefs, and interests. Remind the employer why you will be the best employee for their organization. Offer your contact information and thank for the employer for their time and consideration. If appropriate, indicate when and how you plan on following up with them

Sincerely,

Name



Cover Letter Tips

- Always **add a phone number and address** as a way to contact you.
- All information will refer to the employer, company, organization, or internship you intend on applying to; therefore, **try to find a name of a person to address your letter**. This will help your letter to seem more personal. If not available, use “Dear [name of the company]”
- **Use one of the fonts from your resume** for your cover letter, from heading or body. Font size: 10-12 is best.
- Do not use indentations for the paragraphs. Instead, **separate by using one space** between paragraphs.
- If you are sending your cover letter as a paper copy, **sign above your typed name**. There are four spaces between “Sincerely,” and your typed name.
- **Keep the cover letter to 1 page**. Remember, highlight your best qualities to your potential employer, using “show don’t tell,” and concrete details.

Example

One University Parkway
Romeoville, IL 60446
(815) 836-5427
WritingCenter@lewisu.edu

28 September, 2015

Ms. Jayasri Integra
Software Services Pvt. Ltd.
100 Feet Road,
(ECR) Pakumadianpet,



Dear Ms. Jayasri:

I was introduced to your Technical Editor position at Integra by a professor at my university. This position would be a great opportunity for me to use my publishing and editing experience to positively impact an expanding and people-focused international business. The goals you have set to not only improve the ease of access to an education through printed and digital mediums, but to also include a diverse staff in background, culture, religion, nationality and gender made me feel like I would be working within a tight family, spreading knowledge and setting an example, to shape an evolving community. Working at *Jet Fuel Review*—a diverse and international journal for literature and art based from Lewis University, founded and run completely by students—I have learned copy editing, formatting in digital mediums, and professional collaboration with coworkers as well as authors and artists, all of which are necessary to succeed in your growing outsourcing business.

The work I have done for *Jet Fuel Review* started as the duties of an assistant fiction editor and has grown over the past two years, as I became a head series editor in charge of fiction, nonfiction, and art & design where my jobs include indicating spelling, formatting, and stylizing errors to the layout editor, reviewing each submission to determine if it is publishable, contacting authors and artists concerning what is accepted and rejected, managing the accepted submissions within my categories, and working within tight time constraints to have an entire journal ready by the deadline of its publication date. Recently added to my duties is assistant layout editing, where I do the more technical corrections for our e-journal such as create digital tables of contents for past and current issues and assist with the design, formatting and actual creation of the website. I am also responsible as a layout editor, when the deadline approaches, to gather all accepted submissions and create and design a beautiful, modern e-book, including individual links to view the pieces of work. All of these skills would be valuable to Integra Software Services in providing publishers with functional and technically-sound digital books within specified time limits.

As one of your main focuses is to provide services to educational institutions and education content providers, I greatly respect your clear passion for the educational community, which is also present in your diversity and constant strive for gender equality. As a woman who has pursued a higher education, these values you have truly resonate with me. My concentration in Lewis was Professional and Creative Writing, within which I have had the opportunity to take classes such as Publishing Practicum, Professional Writing, and Writing in Digital Media. These have all given me experience writing professional documents such as white papers and project proposals, as well as technically creating and designing online journals and websites.

My experience as editor for an online international journal has prepared me for a work environment that corresponds with people throughout the world, any editing that is technical, stylistic and grammatical, and within a strict time constraint, all of which I believe are important qualities to be a successful member of the Integra family. I would love to find my home with Integra, and I hope to hear back from you soon. Please email me at writingcenter@lewisu.edu so we can schedule an interview.

Sincerely,

Applicant's Name Here



Additional Resources

- [Career Services Page](#)
- [Career Services Sample Cover Letter](#)
- [Career Services Sample Internship Cover Letter](#)

Further Assistance: For more detailed help or if you have questions, visit the Writing Center located in the Lewis University Library or call 815-836-5427.