

## SAMPLE COVER LETTER OUTLINE

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Your Name  
Your Street Address  
City, State, Zip (2 enters)

Today's Date (3 enters)

Mr. Soandso  
Human Resources Manager  
Company 1  
5 State Street  
Shelburne, VT 05431 (2 enters)

Dear Mr. Soandso,

Paragraph 1: State the position you are applying for and how you found it. State one characteristic of the company that you admire (shows you did some research). Describe your excitement to bring (2 skills) to the position. (2 enters)

Paragraph 2 (and an optional 3): Briefly give details concerning your background and experience. Provide one specific example that illustrates each of the skills you mentioned in the opening paragraph. When providing examples, think numbers and accomplishments. Remember-you are trying to show the employer what you skills you will bring to their organization. Illustrate these skills with action/accomplishment statements. (2 enters)

Paragraph 3 (or 4): State that you are available for an interview or to further discuss your qualifications and give them a number to reach you. Describe any items you have enclosed. Re-assert your excitement to be considered for the position and thank them for their time. (2 enters)

Sincerely, (4 enters)

{Here you will put your signature after the cover letter is printed out on nice resume paper}

Sarah Stocker (2 enters)

Enclosure