**Outline for Cover Letter**

**Jonas Clark (SPS Header)**

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Date

Dear Mr. or Dear Ms.,

* + If you can find THE recruiter (not just any recruiter)
  + Dear hiring team or Dear hiring committee
  + **Not:** To Whom It May Concern

**Opening paragraph**: Clearly state why you’re writing, name the position or type of work you’re exploring and, where applicable, how you heard about the person or organization. A summary statement may work well here by including three reasons you think you would be a good fit for the opportunity.

* **Your story of why you want the job**

**Middle paragraph(s)**: Explain why you are interested in this employer and your reasons for desiring this type of work. If you’ve had relevant school or work experience, be sure to point it out with one or two key examples; but do not reiterate your entire resume. Emphasize skills or abilities that relate to the job. Be sure to do this confidently and remember that the reader will view your letter as an example of your writing skills.

* + Answer this question: **What do I bring to the position?**
  + **Tell your story**
  + Use the Job Description to guide these middle paragraphs
  + Transitional phrases between paragraphs: “Through my experience, As a result of, During my project, etc. (no “I”)

**Closing paragraph**: Reiterate your interest in the position, and your enthusiasm for using your skills to contribute to the work of the organization. Thank the reader for his/her consideration of your application, and end by stating that you look forward to the opportunity to further discuss the position.

Sincerely,

Your name typed

**1 page document**