Cover Letter Outline

Your full address
City, State Zip

Today’s Date

Name of Letter Recipient
Title of Recipient
Organization name
Full Address

Dear Mr./Ms.____________:

Introductory Paragraph Should Include:
- The position you are applying for and how you heard about the position.
- Why you want to work for this organization specifically and/or why this position specifically.
- Names of people you’ve talked to from the organization (if applicable).
- Brief statement of key traits or qualifications (no more than 3) that make you ideal for the position.

Second/Third Paragraph(s) Should Include:
- Two or three skills from this position’s required qualifications that you possess and make you a great candidate.
- An explanation of how you have developed each skill through past experiences.
- Bullets can work in this section as well!
  Tip: Do not reiterate the entire resume or include too many skills!

Closing Paragraph Should Include:
- Summarize why you will be an asset to their organization.
- Re-state your interest in the position and your desire for an interview.
- If you wish to actively follow-up with them (and you have their contact information), indicate that you will be calling to follow up and when that will be – give them at least a week.
- Thank them for their time and consideration.

Sincerely,

Your full name

The 2 most important things employers want in a cover letter:
1. Why you’re interested in their organization.
2. Skills developed through past experiences.

Be sure to:
1. Tailor the letter to the specific organization/job
2. Highlight relevant skills
3. Keep letter to one page
4. Proofread – no typos or grammar errors
June 1, 2015

Ms. Helen Striker  
Executive Director  
Board of Government Innovation and Cooperation  
50 Sherburne Avenue  
Saint Paul, MN 55155

Dear Ms. Striker:

I am writing to apply for the management analyst position with the Board of Government Innovation and Cooperation. Your evaluation of the basic organization of county government in Minnesota is important to the future of this state; I am interested in this policy area and have both the education and professional experience to contribute to your work.

I understand the structure and function of state and local units of government and appreciate the complexity of intergovernmental relations. During my two years of legislative staff work, I developed a substantial knowledge of federal and state laws and rules. Through the experience of working closely with committees and boards, I had an excellent record for detailed follow-through on committee-initiated projects.

In addition to my professional experience, my academic background includes coursework in state and local public finance, the legal environment of public affairs, applied microeconomics in policy analysis, quantitative methods, and organizational design and change. Through these courses, I developed skills in conducting a wide variety of research projects with sophisticated computer presentations of project findings.

I am excited about the possibility of contributing to the important work that the Board of Government Innovation and Cooperation does for Minnesota. I look forward to discussing my candidacy further with you. I can be reached at 612/827-5599 or at future@hhh.umn.edu. Thank you for considering my application.

Sincerely,

Anita Future