

COVER LETTER OUTLINE

YOUR NAME

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

Month Day, Year

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

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

Introduction: State why you are writing

Name the specific position to which you are applying. Let the employer know how you heard about the opening or company. This is also the place to mention the name of a contact you have within the company (or outside the company like a professor) if they helped refer you to the job. You should add a sentence about why you are particularly interested in them, or tell them about a specific relevant experience you have that will draw them in to read the rest of the cover letter.

Body: How do you fill their needs? Show your potential through your experiences and examples

Mention a few of your strongest qualifications (e.g., 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. Make strong connections between your experiences and interest in the company and their needs, culture, and/or mission statement.

Discuss and demonstrate some personal qualities (organization skills, communication, initiative, etc.) that the employer specifically asks for in the job description. Use examples to tie these skills to tangible experiences (e.g., employment, class projects, volunteer experiences, coursework, etc.). This is your chance to discuss abilities, skills, or characteristics that may not be elaborated upon in your resume. Show the company how you will add value to the organization. Create a strong sense of fit between you and the company by demonstrating how you match with their job description, company culture, and mission.

Closing: Be confident, pro-active, and say thank you

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. You can 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. Avoid passive language like "believe", "hope", or "think". Instead use confident words like "know" or "will".

Sincerely,

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

Your Name, Typed

Enclosure: Resume (Optional, this draws attention to your resume and/or other application materials)

Mary Jones

myemail@email.com

(208) 123-4567

8910 Main St., Moscow, ID 12345

March 15, 20xx

Patricia Johnson, Director
XYZ Nonprofit Organization
1234 West 56th Street
Moscow, ID 12345

Dear Ms. Johnson:

I am excited to be applying for the position of Grant Writer for XYZ Nonprofit Organization. Dr. Jones, a professor at the University of Idaho and one of your volunteers, suggested I apply. XYZ has impressed me with its mission and dedication to providing help for those in need in our community. Community service has been an important part of my life since my first experiences volunteering at a soup kitchen as a teenager in my home town of Moscow, Idaho, and I would love to continue to give back to the community through XYZ.

My Bachelor of Arts in English, with a professional writing emphasis, and my training in grant proposal writing make me particularly qualified for this position. Recently, I wrote successful grant proposals for two local nonprofits, including a \$10,000 grant to fund wheelchair ramps for the Retired Senior Volunteer Program and a continuation grant for the Boys and Girls Club of Kootenai County. Last year, I assisted in finding seed money for several local small business start-ups through the Small Business Development Association. My studies included college business courses and training from the Grant Writing Institute which focused on 501(c) (3) organizations. This solid knowledge base and my hands-on grant writing experience will be assets to your organization.

My time management and organization skills are demonstrated by my excellent grades as a student while volunteering 10+ hours a week for community and campus service projects. Through my education and volunteer experiences, I developed proficiency in Microsoft Office programs, including Access and Excel, which will help me maintain efficiency while managing multiple projects at your organization.

I have a strong desire and commitment to work in the non-profit sector and am excited by the great things XYZ is doing in the community. I have witnessed how even a small amount of assistance and compassion can make a huge impact in someone's life. For example, a wheelchair ramp can allow a person with a disability to go out and enjoy their yard, leading to a better quality of life. I am excited to apply my skill in grant writing to help your organization continue to help others.

Thank you for your consideration. I look forward to further discussing how my skills and experience can benefit your organization and help XYZ continue to make a difference in Moscow. I will contact you in a couple of days to see if you have all the information you need for my application and to discuss the possibility of setting up an interview. I can be reached at (208) 123-4567 or myemail@email.com.

Sincerely,



Mary Jones

Enclosure: Application and Resume