

General Outline for Cover Letter

This is a generally accepted outline for a cover letter and not the ONLY format for a cover letter. Feel free to use some variance.

Date

Name of Contact Person
Title
Company Name
Street Address
City, State, Zip

Dear (Contact Person):

Opening Paragraph: Name the job for which you are applying. Tell how you learned about it. Mention the name of the person (if any) who referred you to the organization and vacancy— preferably a colleague of the contact person.

Body Paragraph(s): Critical content section. Emphasize skills or abilities you have that relate to the job for which you are applying. If you have had relevant work experience or related education, be sure to point it out, but do not reiterate your entire resume. Explain why you are interested in working for this employer and specify your reasons for desiring this type of work. Be sure to communicate confidence. Remember that the reader will view your letter as an example of your writing skills.

Closing Paragraph: Push for an interview. You may refer the reader to your enclosed resume and whatever media you are using to illustrate your training, interests and experience. Assert yourself by telling the contact person you will call him/her on a designated date, or within a specified time period, to set up an interview. Alternatively, state that you are available for a personal interview at his/her convenience.

Sincerely,

Your name typed
Your address
Your Phone number

Enclosure(s)

Sharazade Nuñez
12345 Arabian Way
Cudahy, CA 90201
(323) 572-3333

Objective To obtain an entry-level position as a performer which will allow me to use my training and experience in dance and music.

Education Bell High School Expected graduation June 1999
Bell, CA

Fantasy School of Dance July, 1997-May, 1998
Training in Ballet, Jazz, Modern, Folklorico and Near-Eastern Dance

Experience Oasis Club
October 1998 to Anaheim, CA
April 1999. Performed as part of a regular dance troupe, staging four shows a week (weekends only). Responsible for staging, some choreography, choosing music, dancing and some violin performance.

June 1997-present Tri-Cities Symphony Orchestra
Maywood, CA
Played second violin for monthly community concerts

Skills Violin and dance skills, bilingual (English/Spanish), an eye for detail, dependable, responsible, honest, leadership skills, ability to get along with others, can work without supervision, MacIntosh Computer skills (Claris, Apple and Microsoft Works, word processing, database and spreadsheet).

Extracurricular Activities Dancer, Bell High Folklorico Troupe, 1996-98, leader of the troupe 1998-99. Bell High Stage Band, 1995-98, Bell High Interact Club 1998-99, CSF(California Scholarship Federation) 1998-99, Cudahy City Grafitti Cleanup 1994-98, volunteer teacher of dance and music, Cudahy Parks and Recreation 1995-98.

References

Mr. Omar Kayam	Mr. Heinrich Gotz	Mrs. Sue Casio
31 Desert Court	164 Eighth Note Lane	4328 Bell Ave.
Sand, CA 90777	Vernon, CA 93366	Bell, CA 90201
(714)999-9999	(323)777-7777	(323)560-1800
Owner, Oasis Club	Symphony Director	Bell High Folklorico Director