Application Letter Outline
1. **Header**
 - Your Name
 - Your Address
 - City, State, Zip Code
 - Email Address
 - Phone Number
 - Date
2. **Employer's Information**
 - Hiring Manager's Name
 - Company's Name
 - Company's Address
 - City, State, Zip Code
3. **Salutation**
 - Dear [Hiring Manager's Name],
4. **Introduction**
 - Briefly introduce yourself
 - State the position you are applying for
 - Mention how you found out about the position
5. **Body Paragraph 1: Relevant Experience**
 - Discuss relevant work experience
 - Highlight specific skills/achievements
 - Explain how this experience makes you a suitable candidate
6. **Body Paragraph 2: Education**
 - Mention your educational background
 - Include any relevant courses or certifications
 - Explain how your education supports your application
7. **Body Paragraph 3: Personal Attributes**
 - Highlight key personal qualities that make you a good fit
 - Provide examples of how these qualities have benefited past employers
or teams
8. **Conclusion**
 - Reiterate your interest in the position
 - Thank the employer for considering your application
 - Express eagerness for the opportunity to discuss your application
further
9. **Closing**
 - Sincerely,
 - [Your Name]