

**\*\*LXX Letter Outline for Cover Letters\*\***

1. **\*\*Header\*\***
  - Your Name
  - Your Address
  - City, State, Zip Code
  - Email Address
  - Phone Number
  - Date
2. **\*\*Employer's Information\*\***
  - Hiring Manager's Name
  - Company Name
  - Company Address
  - City, State, Zip Code
3. **\*\*Salutation\*\***
  - Dear [Hiring Manager's Name],
4. **\*\*Introduction\*\***
  - Express enthusiasm for the position.
  - Mention how you learned about the job.
5. **\*\*Body Paragraph 1: Relevant Experience\*\***
  - Discuss your relevant experience.
  - Showcase skills and accomplishments related to the job description.
6. **\*\*Body Paragraph 2: Cultural Fit and Motivation\*\***
  - Explain why you are a good fit for the company culture.
  - Share what motivates you to apply for this position.
7. **\*\*Body Paragraph 3: Future Contribution\*\***
  - Detail how you can contribute to the company.
  - Mention any specific goals or projects you would like to work on.
8. **\*\*Conclusion\*\***
  - Thank the employer for considering your application.
  - Express eagerness to discuss your application further.
9. **\*\*Closing\*\***
  - Sincerely,
  - [Your Name]