

****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 Name
- Company 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 heard about the job.

5. **Body Paragraphs**

- ****Paragraph 1: Qualifications****
- Highlight your relevant qualifications and experiences.
- Use specific examples.
- ****Paragraph 2: Skills and Attributes****
- Discuss key skills that make you a suitable candidate.
- Relate skills to the job description.
- ****Paragraph 3: Company Knowledge****
- Show your knowledge about the company and its values.
- Explain why you want to work there and how you can contribute.

6. **Conclusion**

- Reiterate your enthusiasm for the position.
- Invite the employer to contact you for further discussion.
- Thank them for considering your application.

7. **Closing**

- Sincerely / Best regards,
- [Your Name]

8. **Attachments**

- Mention any enclosed documents (e.g., resume, portfolio).