

****Persuasive Job Application Letter Outline****

1. **Header**

- Your Name
- Your Address
- City, State, Zip Code
- Your Email
- Your 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**

- State the position you are applying for.
- Briefly mention how you found out about the job opportunity.
- Include a compelling hook to capture attention.

5. **Body Paragraph 1: Your Qualifications**

- Highlight your relevant skills and experience.
- Provide specific examples that demonstrate your qualifications for the role.

6. **Body Paragraph 2: Fit for the Company**

- Discuss your knowledge of the company and its values.
- Explain why you would be a great fit and how your goals align with the company's mission.

7. **Body Paragraph 3: Unique Contributions**

- Describe what unique strengths or perspectives you can bring to the team.
- Mention any awards, recognitions, or achievements that set you apart.

8. **Conclusion**

- Reiterate your enthusiasm for the position.
- Express your desire for an interview to discuss further.
- Thank the hiring manager for considering your application.

9. **Closing**

- Sincerely,
- [Your Name]