

# Name

(Your Contact Information)

(Your Contact Information)

*TIP: Consider using the letter head from your Résumé as well as the same font and style throughout the cover letter*

Date Submitted

Recipient Name

Recipient's Title or Department

Organization and Address

Dear Hiring Manager,

*TIP: Try to find a name, even if you have to call and ask. If you cannot, hiring manager or recruiter is usually appropriate. Avoid "To whom it may concern" or "sir/madam"*

## **Paragraph 1** (About 3-5 Sentences)

- Reference the employer and mention why you are interested in the position. If you were referred or have spoken to someone at the company, you may want to mention it.
- Provide a reason that you are interested in this position and establish that this cover letter is unique to the recipient, not just copied from other job applications.
- If the position is an internship, state what hope to learn.

## **Paragraph 2** (About 3-5 Sentences)

- Re-read the job description and make sure you address the biggest needs by elaborating on your experience and providing examples that qualify you for the position.
- Make the connection between your experience and the job opening extremely clear, even if it seems obvious to you.
- If possible, mention a specific example of projects or accomplishments.
- Elaborate on your experience without simply listing everything already on your résumé.

## **Paragraph 3** (Optional) (About 3-5 Sentences)

- Continue to elaborate on experience if you need more room or if the job description had many concepts/qualifications you want to address
- Mention any experiences that for some reason you were unable to list on your résumé

*TIP: When discussing your qualifications and keywords from the job description, consider using bullet points or bold font to emphasize the most important items and make them easier to read quickly*

## **Paragraph 4** (About 3-4 Sentences)

- Restate your interest and confidence in the position and organization
- Thank the reader for their time and indicate that you are looking forward to next steps
- Consider providing a follow-up plan to give yourself accountability to initiate contact if you do not hear back within 1-2 weeks.

*TIP: This is only one way to write a Cover Letter. You may do something different, but using this template or a similar strategy is often effective and fairly simple.*

Sincerely,

Your Name *(TIP: Scan your actual signature and attach it here as an image)*