

Cover Letter Template

Your Present Address
City, STATE, Zip Code

Consider using your resume header if trying to conserve space.

Date

Contact's Name

Contact's Position Title

Employer Name

Street Address

City, STATE, Zip Code

Maintain a separate document with all of your topical paragraphs. Copy from and paste into it to keep a useful record of your cover letters.

What you say, for example, about how you have managed a number of significant projects and deadlines as a leader in DUU can be applied to any opportunity where projects and deadlines are critical to being effective work.

Dear Mr./Mrs./Dr. Contact's Last Name (or Dear Hiring Manager):

Do your research to find the appropriate name. Do not use "To whom it may concern" or "Dear Sirs."

1st Paragraph (Introduction)

- Express enthusiasm and demonstrate that you are a serious candidate.
- Discuss what appeals to you about the work or program by going beyond the website to clients, projects, news, etc.
- If you were referred by a specific person in the company or have spoken to someone as part of research, mention that here.
- Outline the rest of the document (connect your most relevant skills/experiences, based on the job description and your previous research, to the actual position/organization).

2nd-4th Paragraphs (Body-Elaborate on specific experiences and skills reflecting your fit) Order these paragraphs according to importance and the outline provided in the previous paragraph.

- Tell a story about or describe your experience that illustrates several of the necessary qualifications for which the employer is asking (e.g., communication skills, technical expertise, analytical skills, etc.)
- Tell a story in each subsequent body paragraph showcasing a different aspect of yourself that is relevant to the position
- Make connections across points listed on your resume
- Explicitly state aspects of the role, team, and organization that you are applying to and emphasize your fit

Think of this as an interviewer asking you "Tell me about a time when you demonstrated X (a skill/qualification from the job description).

Final Paragraph (Conclusion & Next Steps)

- Thank the reader for their time and reiterate your enthusiasm about the role, team, and organization
- Restate your confidence in the fit between your background and role/expectations
- Detail your next action (e.g., "will follow-up with a call," "looking forward to interviewing on campus with you," etc.)
- Include any contact information not already on the page

Sincerely,

Your Typed Name

Enclosure: resume

If you scan your signature and save the .jpg file, you can insert it into digital files.

Resume or any other documents you include with your application.