

# 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."**

## 1<sup>st</sup> Paragraph (Introduction & Interest)

- 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).

**2<sup>nd</sup>-4<sup>th</sup> Paragraphs** (Body -Elaborate on specific experiences and relevant skills) 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 potential contribution

**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

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