

Cover Letter Template

(Your address can be left or right-justified. Use the same font as your resume)

Your First and Last Name

Your Street Address

City, State Zip Code

Telephone Number

E-mail Address

Month, Day, Year

Mr./Ms./Dr. First Name Last Name

Title

Name of Organization

Street or P. O. Box Address

City, State Zip Code

Dear Mr./Ms./Dr. Last Name:

Opening paragraph: State why you are writing and how you learned of the organization and/or position (contact, job search site, website), list the organization and position, and basic information about yourself (school, degree, major, graduation date). Briefly explain how your previous experience and knowledge prepare you for the position. Finish the paragraph with a thesis statement introducing the information you'll include below.

2nd paragraph: Explain why you are interested in the employer or type of work the employer does (Simply stating that you are interested does not tell why, and can sound like a form letter). Demonstrate that you know enough about the employer or position to connect your background, experience, and education to the employer and position (look at the employer website and job description). Mention specific qualifications from the job description that make you a good fit for the employer's needs. (**Focus on what you can do for the employer, not what the employer can do for you.**) Connect your experiences to each point in the job description. Use key terms found on the employer website and in the job posting. This paragraph is an opportunity to explain in more detail relevant items in your resume. Refer to the fact that your resume is enclosed. Mention other enclosures if such are required to apply for a position.

3rd Paragraph: Discuss any relevant courses and/or certifications. List any exceptional software skills (ones most people don't have. Example: Access, Dreamweaver, SPSS, Photoshop, etc. Only list skills if you could use them in the job or they are listed in the job description.) Be sure to include any requirements from the job description.

Optional Paragraph: Discuss why this is your dream job/in your dream location/etc. This is your opportunity to talk more personally about your interest and to be interesting. Remember, getting a job is about "fit." Explain here why you're the right fit.

4th paragraph: State that you would be glad to provide the employer with any additional information needed. Tell the employer how you can be contacted: include phone and email. Thank the employer for her/his consideration. Summarize, again, why you're the perfect candidate for the job.

Sincerely,

(Your handwritten signature [if hard copy and scanned for email])

Your name typed

Enclosure(s): resume, etc (list any other enclosures such as transcripts, writing samples, etc.)

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