



Cover Letter Template

(Tip: the cover letter should be one page and utilize the same font style as your resume)

Insert Resume Heading

Date of application

Recruiter Name/Contact

Recruiter Contact Title/Department

Organization Name

Department Mailing Address

(Tip: utilize the employer contact information from the job/internship posting or research employer website to find hiring department's contact information)

Dear Recruiter First/Last Name *(Tip: recommended)* or Dear Sir or Madam (if unsure of recruiter contact):

Introductory Paragraph (3-5 sentences)

- ✓ Reference the employer and opportunity and how you learned about the position (website, networking, etc.)
- ✓ Discuss your University, major, year of study/grad date, and/or relevant coursework
- ✓ Consider why you are applying for the position and discuss your interest and motivation for the opportunity
(Tip: review the posting and employer's about us webpage for ideas)
- ✓ For an internship, write about your learning objectives for the experience

Middle Paragraph(s) (3-5 sentences)

(Tip: write 2-3 multiple paragraphs with each focusing on a specific skill and/or experience)

(Tip: include a statement that connects your skills/experiences back to the position/employer)

- ✓ Review the job/internship posting and employer website and highlight your skills and past experiences that are the most applicable *(Tip: complete a SWOT Analysis)*
- ✓ Remember experiences can be paid, unpaid/volunteer, internships, academic coursework/programs, study abroad, leadership roles, student organizations, community programs, and/or military training
- ✓ Provide specific and detailed examples of your experiences and accomplishments
- ✓ Focus on your qualifications and transferability of skills if you have limited direct experience *(Tip: if you have limited previous experience for the position, discuss an experience where you learned new skills)*

Concluding Paragraph (3-4 sentences)

- ✓ Restate your interest in the position *(Tip: to show enthusiasm, e.g., I am excited about...)*
- ✓ When appropriate, add a follow-up statement; for example, I will contact you the week of Month/Day to follow-up on my application and address questions you may have
- ✓ If you do not plan to follow-up on the application, include your contact information
- ✓ End document with a thank you/appreciation statement

Sincerely,

Your Name