

## HEADER FROM YOUR RESUME HERE

Date

Contact person's name and title

Company name

Company address (line 1)

Company address (line 2)

Dear Name of Person/Position Title/Hiring Manager: (*DO NOT* write “To whom it may concern”)

**First paragraph** shows that you are interested in the company and you know something about it. Explain why you are writing (to apply for an internship/job) and BRIEFLY why you are interested in the company and well suited for the position. This paragraph should be no longer than 4 sentences.

**Middle paragraphs (1-3 total)** should start with topic sentences. If possible, highlight skills/experience required by the job description. Then, show how your skills demonstrate that you are a good fit for the position using an example(s) from your previous experience. BE SURE to include specifics (e.g., led team of six engineers, have experience with Python and R, have presented work at national meetings). Each skill/experience you want to highlight should be discussed in a separate paragraph.

**Final paragraph** should reiterate your interest in position/company and say that you are enclosing your resume and look forward to hearing from them. **Be sure to thank them!**

Sincerely,  
Type your name

**Be precise and concise! Your entire cover letter should be no longer than one page.**



RICE UNIVERSITY  
Center for Career Development