



COVER LETTER TEMPLATES

Modern/Recommended Format

NAME

City, ST • Phone • Email • LinkedIn link (customized) • GitHub • Portfolio

[Dear Ms./Mr. First Name Last Name]: (If you don't know this say "Dear Hiring Manager")

Intro & WHY: [The first line of this paragraph should be interesting and make you stand out from other applicants. Introduce yourself (school, degree, year) and indicate the position you are applying for. If you learned about the position/company through a personal connection (ex: a recruiter, alum, guest speaker in one of your classes, family friend), mention the person's name if you have gotten their permission. Explain WHY you are interested in the position or company. This is a great opportunity to demonstrate you have done research in the company.]

Here is a quick highlight of what I would be able to bring to your team:

- **An innovative problem-solver** [Transferable skill #1]: [Providing evidence for that skill in a story in 2-3 sentences.]
- **A collaborative teammate** [Transferable skill #2]: [Providing evidence for that skill in a story.]
- **A mission-driven engineer** [Transferable skill #3]: [Providing evidence for that skill in a story.]

Closing: [Reemphasize your interest in the position and summarize your top skills and the unique value you would add. Thank them for their time and consideration.]

Best,
Your Name

Traditional Format

NAME

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[Dear Ms./Mr. First Name Last Name]: (If you don't know this say "Dear Hiring Manager")

Intro paragraph: [The first line of this paragraph should be interesting and make you stand out from other applicants. Introduce yourself (school, degree, year) and indicate the position you are applying for. If you learned about the position/company through a personal connection (ex: a recruiter, alum, guest speaker in one of your classes, family friend), mention the person's name if you have gotten their permission. Explain WHY you are interested in the position or company. This is a great opportunity to demonstrate you have done research in the company.]

Supporting paragraphs (1-3 paragraphs): [Choose 2-3 specific examples to elaborate upon that prove you have the top skills the employer wants. Make every sentence count and do not simply copy bullet points from your resume. Tell a story. Examples can come from a variety of experiences, but make sure your most relevant experience is shared first.]

Closing: [Reemphasize your interest in the position and summarize your top skills and the unique value you would add. Thank them for their time and consideration.]

Best,
Your Name

Email/Quick Response Format

Hi _____,

I couldn't be more excited to submit my application for the _____ opening with _____. I am confident my skills and _____, _____, and _____ will enable me to exceed expectations in this position and make me a wonderful fit for the team. Please don't hesitate to reach out if you need any additional information from me, and I look forward to hearing back from you all. Thank you for your time and consideration.

Best,

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Cover Letter Samples/Resources

- [Modern cover letter example](#)
- [Cover letter spectrum examples \(worst to best\)](#)
- [More cover letter tips!](#)
- [Creative ways of starting cover letters](#)