

Template (Beginner)

Name

Address ● City ● Phone Number

Email Address ● LinkedIn Address or Portfolio Page

Today’s Date

Employer’s Name

Title

Company Address

City, Zip Code

Dear Hiring Manager: or Dear Company Name Team:

In the first paragraph, write about the position you are applying for and where you found the position details (newspaper, website, etc.). Next comes information about your degree or the area of expertise. Also, add any unique traits in summary that you have that would make you the best fit for the position.

In the second paragraph, this is your chance to tell the organization why you’re interested in working for them. Show that you’ve done your research on the company by referencing the specific aspects of their company that impress you.

Next, take a look at the position description and for each skill/quality listed, write more about how you’ve done that in the past. The more your cover letter mirrors the position description and

the company’s needs, the better. Let’s say the position description requires someone with excellent communication skills, experience in customer service, and initiative. Give examples that illustrate how you have developed or used each of those skills or qualities before.

In the last paragraph, you want to reiterate your interest, and explain how you will follow up. Ask for the interview!

Sincerely/Warmest regards/

Name



Template (Advanced) - A more interesting approach, use storytelling to write your cover letter

Name

Address ● City ● Phone Number

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Today’s Date

Employer’s Name

Title

Company Address

City, Zip Code

Start with a hook. It can be question, a statement or quote. Engage the reader by drawing them in with an interesting start. Be brief. Try to quote number wherever relevant.

Provide concrete details & specifics of the event/job experience. Include soft-skills where ever applicable (interpersonal skills, great team player, proactive)

Tell how the story applies to the job. Use the points and words as stated in the job ad.

In the last paragraph, you want to reiterate your interest, and explain how you will follow up. Ask for the interview!

Sincerely/Warmest regards/

Name

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| --- |
| * The cover letter should be 1 page in length. Keep it short and powerful. * The goal is to convince the reviewer to interview you and not to retell the entire journey. |