

CAREER SERVICES

Cover Letter Guide and Template

The goal of a cover letter is to show how your skills, education, experiences and interests meet the needs of the position and make you a great fit for the company. Each cover letter should only be one page long and should be unique and tailored to the *specific position and company*. Thoroughly review the job description and research the mission, initiatives, and goals of the company so that your cover letter can be as targeted as possible. Review the company's website and LinkedIn page, and any other sources that may be available.

Your Name
Phone and Email Address
Date
Name of Recipient
Job Title of Recipient
Company
Street
City, State ZIP Code

← Copy and paste from your resume so that it looks stylistically like your other application materials.

← Space

← Space

← Delete first two lines if recipient is unknown.

Use a colon at end

Dear [First and Last Name of Recipient] (or put "Hiring Director" if recipient is unknown):
This will be your introduction paragraph. Grab the reader's attention by starting with a sentence that highlights a passion or goal you have that relates to what you are applying for. For example, if applying to a human services job or internship you can highlight how enhancing the lives of others has been your passion. Then mention what you drew you to the company (i.e., their mission or current initiatives). Finally, state how your interests plus your experiences has led you to apply for the [insert name of the position] opening.

← Space, do not indent next paragraph

← Space, do not indent next paragraph

The second paragraph is where you will highlight your education and experience that relate to the position. State how you are currently working towards a degree in [insert major] and have developed the knowledge and experiences needed to excel in the position. Pick one or two examples in your education, work, or volunteer experience that directly relate to the skills or experiences outlined in the job description. Mention a specific project, task or activity and outline what you did, how did it (i.e., the skills you used) and the positive outcome or result. Then conclude the paragraph by stating **how your knowledge or experiences will contribute to their company or your success in the position.**

← Space, do not indent next paragraph

Include a third (optional) paragraph if you have space and want to elaborate more. This third paragraph can be focused on your skills that relate to the position. Identify what the skill is, an example of when you used the skill, and how the skill will contribute to their company or your success in the position.

← Space, do not indent next paragraph

The conclusion is where you will thank them for your time, make a strong closing statement about your education, work experience, and passions, and state that you look forward to a personal interview.

Sincerely,

← 3 spaces to leave room for your signature

Your name (typed)

