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Cover Letter Template

Your Contact Information:

Alternatively, you can use the same heading from your résumé instead. Just copy + paste your resume heading to the top of your cover letter.

Your Name
Your Phone Number
Your Email Address

Date (today's date)

Employer Contact Information:

A contact person's name is always best. Addressing it "Dear Recruiter" has the same ring as "Dear Resident" on junk mail, which everyone gets and discards. If possible, conduct some research to find out to whom you should address your application materials. If you have exhausted your search and cannot find a name, you may use "Dear Hiring Manager".

Name, Title
Organization
Address
City, State, Zip Code

Dear _____:

Introduction (1 paragraph) - Who Are You, What Do You Want, Why Are You Corresponding?

The first paragraph of your cover letter should include the position to which you are applying, how you found out about the position, and why you are applying for the position. You may display your knowledge of the company and what you know about this specific job. Include the name of a mutual contact, if you have one. Be clear and concise regarding your request. End the paragraph by stating you are an excellent match for the position.

Body (1 or 2 paragraphs) - Why Are You The Best Candidate For This Position?

The second paragraph of your cover letter should describe what you have to offer the employer: how and why you are an excellent match. Make strong connections between your knowledge, skills, and abilities, and the employer's needs. Mention specifically how your skills, experience, and education match the position for which you are applying. Remember, you are interpreting your résumé, not repeating it. Try to support each statement you make with a piece of evidence. You may use several shorter paragraphs or bullets to emphasize your qualifications. Do not repeat directly from the résumé.

Final Paragraph/Closing (1 paragraph) - What Are Your Next Steps?

Conclude your cover letter by stating your next steps. Suggest they look at your enclosed résumé. Include information on how you will follow-up: state that you will do so and indicate when (one to two weeks' time is typical). You may again include your contact information (i.e. telephone number and email address) to further encourage the employer to contact you.

Respectfully yours,

Your Name