

# COVER LETTER TEMPLATE

The cover letter should be one page utilizing the same font, margins and heading as your resume and should be tailored specifically for the job/internship you are targeting.

Insert Heading from Resume

Date

Recruiter Name/Contact  
Recruiter Contact Title/Department Organization Name  
Department Mailing Address

Dear Mr./Ms. Last Name:

Tip: If unsure of recruiter contact, use Dear Hiring Manager or Dear Human Resources Department

Introductory Paragraph (3-5 sentences)

- Reference the employer and opportunity and how you learned about the position (website, networking, etc.)
- Discuss your University, major, year of study/grad date, and/or relevant coursework
- Discuss your interests, skills, and motivation for the applying with this agency and this particular position (Tip: review the posting and employer's webpage for ideas)
- For an internship, write about your learning objectives for the experience

Middle Paragraph(s) (3-5 sentences)

Tip: Write 2-3 paragraphs that focus on a specific skill and/or experience. Be sure to include a statement that connects your skills/experiences back to the position/employer

- Review the job/internship posting and employer website to highlight your skills and past experiences that are the most applicable
- Remember experiences can be paid, unpaid, volunteer, internships, academic coursework/programs, study abroad, leadership roles, student organizations, community programs, and/or military training
- Provide detailed examples of your experiences and accomplishments that make you an ideal candidate
- Focus on your qualifications and transferability of skills if you have limited direct experience (Tip: If you have limited experience for the position, discuss an experience where you learned new skills)
- Discuss the unique skills you will bring to the position to support and strengthen the mission of the company/agency

Concluding Paragraph (3-4 sentences)

- Restate your interest in the position
- When appropriate, add a follow-up statement. Ex.: I will contact you the week of Month/Day to follow-up on my application and address questions you may have
- If you do not plan to follow-up on the application, include your contact information
- End document with a thank you/appreciation statement

Sincerely,

Your Name