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