

Same Heading as Your Resume Including Your Contact Information

Month, Day, Year of Application Submission

Full Name of Hiring Manager
Search Committee)

(If unknown, use Hiring Committee or

Above Individual's Title

(If using Hiring/Search Committee , Leave Blank)

Name of Company/Organization

Company's Street Address

City, State, Zip

Dear [Hiring Manager's Full Name]:

[Paragraph 1:]

The opening paragraph introduces you to the employer. Relate the position title, how you learned about the opportunity, and why you are the best candidate for the job based on the qualifications mentioned in the job listing. A great cover letter is specific to the company you are applying to, so referencing why you want to work for this company in particular is key. The simplest way to accomplish this specific reference is by gaining insight from their mission, values, and/or recent press releases. This paragraph will serve as your "thesis" statement.

[Paragraph 2:]

The middle paragraph(s) provide evidence that back up the introduction. Give details on your skills, projects, coursework, internships, or other experiences. Include examples of one or two of your strongest qualifications, explaining how those experiences relate to the needs of the employer. Be specific about why you believe these qualities relate to the position, referencing the position description or other research you have done on the employer. Mention why you are interested in this specific employer and this particular job.

[Paragraph 3:]

The conclusion reinforces your earlier assertions that you are a strong candidate and that you are truly interested in the job and the company. Provide your contact information. Note that a cover letter should not exceed one page, so adjust the margins and spacing if needed.

Sincerely,

[Your handwritten or digital signature]

[NAME]