



COVER LETTER TEMPLATE

First and Last Name

Address (optional) | Professional E-mail Address | Telephone Number

Month Date, Year
Company Name
Company Address

Greeting Phrase,

Opening Paragraph:

- Introduction
- Identify the position you are applying for
- Describe how you were informed of the position
- If referred by an individual such as a faculty member or employee of the company, mention their name
- Explain why you are interested in the position
- Be creative and catch an employer's attention

Middle Paragraphs: Identification of Skills and Experiences to Position

- Identify and expand upon experiences and skills you have that relate to the position
- Connect your experiences to the job using key words highlighted in the job description (analyze, facilitate, customer service)
- Use specific examples from past employment and other activities
- Describe how your specific skillset will benefit the organization

Closing Paragraph:

- Mention something unique to the company – to show that you did research / something that excites you
- Mention how you could benefit from being part of their team
- Restate how you can be contacted (phone number and email)
- Refer the reader to your resume for additional information
- Thank the company for their time and welcome them to contact you with any questions

Closing Phrase,

Signature
First and Last Name