

# YOUR NAME

Email | Phone Number | LinkedIn URL

Date (Month day, year)

Employer Name  
Employer Title  
Employer Organization  
Employer Street  
City, State Zip

**Note:** Consider gender identity. If you have not clarified this person's identity, you might consider only putting the person's first and last name to avoid

**If no name is listed:** Call the company and ask who you can make the cover letter out to. Or address it to, *Dear Hiring Manager*, if needed.

Dear (Dr. / Mr. / Ms.) Name,

Open your **first paragraph** with a persuasive personal statement that will allow the employer to get to know you. Try to write something that will draw the reader in. **Think of your cover letter as your story.** This paragraph is for the opening of your story. So, what is your story and how is it relevant to the position you are applying for? Once you have written a few intriguing lines, bring it back to the position you are applying for by stating why you are writing. Enthusiastically identify the position you are applying for, and the source from which you learned of the opportunity (company website, a specific job search engine, Handshake, a professor, etc.). Specify your interest in this area of work by reflecting an interesting fact about the company or the position. This will show the employer that you did your research and have a genuine interest in this company, specifically.

In your **second paragraph**, give a little more information about your story. Remember, it needs to tie into this company's mission or the career field to which you are applying. You want to make connections between your skills from past experiences (jobs, volunteer work, internships, etc.) and how they will benefit the company with you in this position. Next, state one or two goals or skills you want to improve on, and how you think this company or position would be a great place to gain that experience. This is a fantastic place to use the exact information from the job posting and mission statement of the company! You want to prove that you have the skills they are looking for, and that you want to learn exactly what they are already about. Remember, this section is where you are really trying to market yourself and your brand. **DO NOT simply repeat your resume in this section.** Let your resume speak for itself. Take two or three experiences from your resume that directly prove you have the skills to do this job and leave the rest of your experience on your resume where they belong.

Close with your **third paragraph** by restating your enthusiasm and interest in the position you are applying for. **Remind the reader why you would be the best candidate for this position.** Add a closing sentence thanking the reader for their time and consideration and let them know that you look forward to hearing from them in the future.

Sincerely / Respectfully / Best regards,

*(Insert digital signature)*

Your Name

## IMPORTANT TIPS:

- Your header should be the same as your resume header
- Use professional and clean fonts: 11-12pt Calibri or Arial
- Spacing: 1 line between paragraphs, 1 line between last paragraph & closing, 3 lines between closing and both your digital signature and typed name
- **Create Your Own Digital Signature:**  
<https://www.youtube.com/watch?v=KRKPpxT5ljE&feature=youtu.be>
- **Watch this short video for more help!**  
<https://www.indeed.com/career-advice/resumes-cover-letters/how-to-choose-cover-letter-font-and-font-size>