

# YOUR NAME

Phone Number | Email | LinkedIn URL

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Date (month day, year)

Employer Name

Employer Title

Employer Organization

Employer Street

City, State Zip

Dear (Dr. / Mr. / Ms.) Last Name:

Open your **first paragraph** with a persuasive personal statement, or “hook,” that will allow the employer to get to know you. Think of your cover letter as a way to tell your story. This paragraph is for the opening of your story. 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 the focus 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.).

In your **second paragraph**, give a little more information about your story. Do not simply repeat your resume in this section. Instead, take one or two experiences from your resume that directly show that you have the skills to do this job, and leave the rest of your experience on your resume where it belongs. Remember, your cover letter needs to tie into the company’s mission or the career field. Emphasize how the skills you have gained from past experiences (jobs, volunteer work, internships, etc.) will benefit the company. Use information from the job posting and mission statement of the company! This section is where you are really trying to market yourself and your brand.

Close with your **third paragraph** by restating your enthusiasm for the position you are applying for. Remind the reader why you would be an ideal candidate for the position. It is a good idea to try and reiterate your interest by connecting it with 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 the company. Add a closing sentence thanking the reader for their time and consideration and let them know that you look forward to hearing from them.

Sincerely / Respectfully / Best regards,

(Insert digital signature)

Your Name

## IMPORTANT TIPS:

- Make sure your resume and cover letter headers are consistent
- Use professional and clean fonts, for example 10-12pt Calibri or Arial  
<https://www.indeed.com/career-advice/resumes-cover-letters/how-to-choose-cover-letter-font-and-font-size>
- Spacing: 1 line between paragraphs, 1 line between last paragraph and closing, 3 lines between closing and typed name for your digital signature
- You can create a digital signature on any computer:  
<https://screencast-o-matic.com/watch/cF6DDrYUn3>