Write a Cover Letter

First Paragraph
- **Mention:**
  - Why you are writing (include which position you are applying for)
  - How you learned of the position
  - Your degree and when you completed it
- Make a preliminary assertion as to your strength as a candidate
- Tailor to specific organization / company
- Explain your interest in the company

Middle Paragraph
- Present specific examples of how your background, experience, achievements, and/or qualifications meet the needs of the position description, department, and/or organization
- Discuss your knowledge of and interest in some of the specific characteristics of the job, organization, and/or department
- Address if your profile differs from the job description
- Mention why you decided to pursue that field

Final Paragraph
- Offer to provide additional material, information, or a URL for a professional web page / portfolio (if applicable)
- **Indicate:**
  - How you can best be reached
  - What is enclosed / attached with the letter
  - Your availability for, and interest in, an interview
  - Follow up action on your part
- Thank the reader for his or her consideration

Structure and Details
- Appropriately address the salutation to a specific person, not job title (spell their name correctly)
- Avoid saying “To Whom it May Concern” if no name is provided. For example, you can use “Dear Hiring Manager” or “Dear Selection Committee”
- Check for any spelling or grammar errors
- Use a font type and size that match your resume
- Include contact information in the letter
- Write in the tone of a confident (but not arrogant) professional
- If you are submitting your resume to an email address, your cover letter may be in the body of the email

---

**Keep in mind...**

A cover letter is your opportunity to tell the employer what you are applying for and why you are a good match for the position and the organization.

You should submit a tailored, well-written cover letter with every resume, whether for an internship or job.

While a resume provides a summary of your skills and experience, a cover letter takes it a step further by allowing you to highlight your specific qualifications.