COVER LETTERS

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 every resume, whether for an intenrship 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.

Sample Cover Letter Format

Your Full Name
Street Address
City, State and ZIP

Date

Contact Name
Title
Company or Organization Name
Street Address
City, State and ZIP

Dear _____:

PARAGRAPH 1 - Introduction and Interest
• State your reason for contacting this organization and the position you are seeking
• Introduce yourself with major, year in school, what school you attend, etc.
• Express your interest in the position by referring to the responsibilities of the job description and what you would be
   excited to contribute, to offer, etc. as well as the field and industry of the company
• Show you have conducted research on the company through informational interviews, meeting someone at a career
   fair, following them in the news and/or social media, etc. (optional)

PARAGRAPH 2 - Match Yourself to the Opportunity
• Relate your relevant interests, skills, and abilities to the organization you are contacting. Highlight specific elements of
   your background which relate to the position
• Use action verbs to connect your experiences to the job description
• Avoid repeating your resume with lists of your accomplishments. Instead, write specific examples and stories of how you
   have developed the key skills

PARAGRAPH 3 - Re-express Interest and Closing
• Reaffirm your interest in the position and recap how your skills and/or experiences are a good fit for the position
• Express your desire to arrange an interview and indicate how you can best be reached
• You can include "I am enclosing/attaching my resume for your consideration"
• Lastly, thank the interviewer for his or her consideration

Sincerely,

Type Your Full Name