

Cover Letter Content

Header from Your Resume

Date

Name of Contact (if available)

Job Title of Contact

Company Name

(Company Street Address

Company City, State Zip Code)

Dear Name of Recipient, (if available, or Hiring Manager, Recruiting Team, etc.)

Introductory Paragraph:

Think of this as an opportunity to catch the reader's attention. Your introduction should be brief, and answer the following questions (in no particular order).

- *Why are you writing this cover letter?* (What are you applying for?)
- *What excites you about this employer/company/position?* (Why them? Be brief and specific. This can showcase your research into the company, motivation or interests. If you've met or spoken with someone, this can be included as well, but be sure to ask the individual first.)
- *Who are you?* (School, background etc.; What can you contribute? Include key skills that you will expand on in your body paragraphs.)

The Body:

The body paragraphs are an opportunity for you to tell stories about your experiences, highlighting skills and qualities, and making a clear connection to the role you're applying for. What are the most important things you want to share with the employer given the role you're applying for? The body should be 1-2 paragraphs, they should **NOT** repeat exactly what's on your resume, but rather, they're an opportunity to explain your resume in a different way.

For each:

1. Identify the skills, experiences, qualities that you would like to focus on in this paragraph
2. Support the skills, experiences, and qualities of focus with examples that demonstrate them
3. Demonstrate how this ties back to the position, if necessary

The Conclusion:

Finish strong and keep it simple. Reiterate your interest in the role and/or position and thank the reader.

Sincerely,
Your Name