

Header – this section should match the contact information and style of your resume header.

First Name, Last Name
Street Address, City, State, Zip
Phone Number / Email

Date

Contact Name
Title
Company Name
Address
City, State, Zip Code

Dear _____:

It is highly recommended to use the name of the hiring manager / recruiter for the position. If you are unable to get that person's name, use Dear Hiring Manager.

Paragraph 1

Introduce yourself to the employer and include the reason you are contacting them. Be specific about the position you are seeking and how you learned about the job opening (website that posted the position, referral). End this paragraph with a sentence expressing enthusiasm for the position and company.

Paragraph 2

Describe your academic experiences and how they relate to the qualifications and responsibilities of the position. Include specific courses and briefly describe the most important concepts and/or skills you learned in those courses.

Paragraph 3

Cite your professional experiences that relate to the qualifications and responsibilities of the position. Include specific examples of accomplishments that make you a strong candidate for the job. If you don't have any experiences directly related to the position, give examples of your transferable skills. This section can also be formatted in bullet points.

Paragraph 4

Describe the personal traits you have that would be of value to the company or organization. Some examples are strong work ethic, commitment to quality, customer service, enthusiasm, positive attitude, and desire to succeed.

Last Paragraph

Request an interview with the employer to discuss in more detail how you can contribute to the success of their company or organization. Thank the hiring manager/recruiter for his/her time and consideration.

Sincerely,

Print Name

Note: A cover letter should not exceed one page.