

Cover Letter Template

Your Personal Heading
(Use the same one you used for your resume)

Date

Contact Person or Department
Company Name & Address

Dear Contact Name or Attention Department: (Do NOT write "To Whom It May Concern")

First Paragraph

Indicate your reason for writing (*the name of the position for which you are applying*). Mention how you heard of the opening. If you were referred by someone in your network, state that person's name and relationship to the company.

Second Paragraph

Explain why you are interested in the position and the company. Make a connection between your interests, education, and experience and the needs of the employer (*company research will help you accomplish this*). Emphasize and market what you have to offer the employer. If you have little or no experience, focus on skills, abilities, and education (*think of any related class projects*). Do not reiterate your resume or repeat the exact information. Discuss what you have done that the employer needs.

Third Paragraph

Close the letter by requesting action (*an interview*) and indicate how you will follow up. Express your enthusiasm (*companies like people who have a passion for what they do*). Remember to also express appreciation for their consideration.

Sincerely,

Your name

NOTE: Mention within the letter that your resume is attached for review.