

Cover Letter Format Guide

Resume Header

Today's Date

(Ms. or Mr.) Name of Recruiter
Title of Recruiter
Company Name
Company Address
City, State Zip

Dear (Ms. or Mr.) Name of Recruiter or Dear Hiring Manager,

Intro

Your opening sentence should create interest on the part of the reader—write something about yourself that stands out. Next, tell the employer why you are writing the letter, the exact title of the position you are applying for, as well as your background information (major, year, university). Give information to show your specific interest in the company. Do you have similar values? What appeals to you about their mission statement? If you have any personal connections, this is the place to include any company contacts you communicated with. In your last sentence, be sure to road map the rest of your letter and mention that what specific skills you will discuss.

Body

Your middle paragraph(s) should expand on the specific skills mentioned above to strengthen employer interest. Use one or two meaningful stories from your academic background, work experience, or involvement in activities that will show the reader why you should be considered as a candidate. Be as specific as you can about the skills you have that match the position but remember to show them, not tell them. Expand on what you have mentioned in your resume. If the employer is looking for a candidate with leadership skills, prove to them that you are a leader with active language and details. You may show your leadership experience by, for example, discussing how you coordinated an event for 200 pre-business students with a committee of 12, etc. Don't list all of your accomplishments, duplicate your resume, or make the reader try to guess what you would be interested in or how you are uniquely qualified. Tell the employer what you can do for the organization and why this particular organization interests you. It is very important to offer value to the employer, so that it what you should end with!

(The body of the cover letter may be anywhere from one to two paragraphs depending on the relevant content you would like to include.)

Closing

In your closing paragraph refer to your enclosed resume and ask for action. Express your unique interest and reinforce how your qualifications match the position. Be flexible to their schedule and encourage them to contact you at (phone number) or (email), but do not mention interviews—they will reach out to you if you are a qualified candidate. Lastly, be sure to express your gratitude and appreciation for considering you.

Sincerely,

[Your signature – if you are printing]

Type your name here

