Cover letter sample

Name

Street Address

City, State Zip

Date

Contact name

Title

Company name

Address

City, State Zip

Dear Mr. or Ms. Last Name:

**Introductory Paragraph:**

This paragraph tells the reader why you are contacting him or her. This is where you mention mutual acquaintances, interest in the company/organization or a specific position posted, or whatever else prompted you to write. This is a good place to also include why you are interested in this position/organization in particular. You can also provide a concise overview of the skills/ experience you have to offer the employer, which you will elaborate on in the following body paragraphs.

**Body Paragraph(s):**

These paragraphs allow you to elaborate on what you have to offer the employer (e.g. your skills, experience, knowledge, expertise, work characteristics/ qualities, etc.). Prior to writing the body paragraphs consider the following: **What is needed to accomplish the job?** Identify 2-3 qualifications or background themes the position requires. Use the job description or information obtained through your career research. **How do your strengths match the job requirements?**

For each of the job themes listed above, brainstorm experiences (from classes, employment, co-curricular activities, etc.) that illustrate your skills or background in each area. Consider closing the paragraph(s) with a conclusion sentence focused on how the skill will impact the employer.

**Conclusion Paragraph:**

Reiterate your interest in the opportunity. Thank the reader for his or her time. Acknowledge that you look forward to hearing from or meeting with the employer, e.g. “I look forward to hearing from you soon.” If appropriate, this can be a place to mention your ‘call to action’ or next steps. “I am very excited about the position of...with...company and look forward to beginning the interview process”... “I will contact you the week of...to discuss my application and to learn about your recruiting procedures.”

Sincerely,

Signature

Typed name