

# USE THIS AS A GUIDE TO DRAFT YOUR COVER LETTER

## FIRST NAME LAST NAME

City, State & Zip Code | Phone | Email | LinkedIn Profile (Optional)

Month 1, 20XX {Month Day, Year}

Contact's Name {Research doesn't reveal a name? Send letter to "Hiring Manager" or "Internship Coordinator"}

Job Title

Organization Name

Organization's Street Address

City, ST Zip Code

Dear {Mr./Ms.}Last Name:

{Introduction (Why Are You Writing?)}

State why you are corresponding with the employer, the position you are applying for, and how you became aware of the position. If you are responding to a position announcement, mention where you saw it. If an individual refers to you, definitely mention his/her name. Briefly indicate a special interest in the company/position. Include information about your major, degree and graduation date.

{Employer Need ↔ Your Experience (Why Should They Hire You?)}

Provide a summary of your top qualifications and "connect the dots" for the employer as to why you are the best fit for the position. Elaborate on why you are the best fit by highlighting 2-3 relevant achievements and qualifications that connect the needs of the current job opening and the skills/transferrable experience you can bring to the position. Communicate to the employer that you understand the position and have the qualities the employer seeks. Let the employer know why you are interested in working with them by demonstrating you have done your research.

{Conclusion (Indicate Next Steps & Express Gratitude)}

Thank the reader and reaffirm your interest in the position. Re-emphasize why you want to work for their organization, demonstrating you have researched their firm and can explain why you would be a good fit to work there. Refer the employer to an attached or enclosed resume/application. Provide specific contact information on how they can respond to you. Avoid endings that lack confidence or are over-confident. Be sure to sign the letter (you can print, sign and then scan your letter to create your attachment or leave 4 lines between "Sincerely," and your typed name if submitting electronically).

Sincerely,

[SIGNATURE GOES HERE]

Your Full Name Typed Goes Here

Enclosure: Resume {Enclosures can include any documents requested by the employer.}