**Your Name**

Include the same header as your resume. This way if documents are separated it is clear what belongs together.

Address

Optional. Only include a website or your LinkedIn if it is updated and professional.

Phone Number

Email Address

LinkedIn/ Website

Date

Name of Contact Person

Avoid “To whom it may concern”. Search company website to try and get a name and title. If it’s ambiguous use “Dear Hiring Manager”.

Position Title

Name of Company

Address

Dear Mr. / Ms. / Dr. (Last Name):

Start by including the full name of the position, organization, and department if it is a large company you are applying for. If your cover letter is separated from your resume someone should still be able to understand the purpose. Include how you learned about the position. This is your chance to “name drop” if you have a contact – just make sure they don’t mind you using their name. Include some context of who you are and how this position fits into your overall goals.

Second and possibly third paragraphs should make up the majority of your letter. This is your chance to expand on skills and qualifications you feel would allow you to be a good fit, especially your more subjective skills (e.g., critical thinking, leadership, teamwork, adaptability, etc.). DO NOT REITERATE YOUR RESUME. Use specific examples or short anecdotes to show what you would bring to the position, including how you would fit into the overall company culture beyond minimum qualifications. This is also your opportunity to show off your writing and communication skills by having a strong piece. If writing isn’t your strong point, ask a Career Counselor to proofread it.

The last paragraph can be short. Thank the reader for their time and let them know you look forward to an in-person meeting.

Sincerely,

(3 spaces)

Your Name