

First & Last Name

City, State | Phone Number | Professional Email Account | LinkedIn URL

Research and indicate the name of the hiring manager or recruiter when addressing the letter. If you cannot find a name, write "Hiring Manager" or "Search Committee"
DO NOT USE: "To whom it may concern."

Date
Contact Name
Contact Title
Company Name
Street Address
City, State, Zip code

Your updated contact information should reflect the heading on your resume.

Dear _____:

INTRODUCTORY PARAGRAPH: State the name of the position or role you are interested in. If applicable, share how you heard about the position or organization. Make sure to communicate your unique interest in the opportunity. Attempt to keep this paragraph 3-4 sentences long.

Make sure you connect your experience and education with the desired position.

MIDDLE PARAGRAPH: Explain why you are interested in this employer/position and your reasons for desiring this type of work. If you have relevant education or experience, be sure to emphasize it. However, do not repeat your resume. It is important to be confident when highlighting your skills and abilities. This paragraph should reflect that you know about the position and company you are applying to. Do your research!

Be careful not to use "I" too much instead, incorporate transition sentences.

ANTICIPATORY PARAGRAPH: Reiterate your interest in the position as well as your enthusiasm for contributing your experience and skills to the organization. Thank the employer for their consideration of your application/resume. End the paragraph by stating that you look forward to the opportunity to further discuss the position.

Sincerely,

(insert signature)
Typed Name

Checklist:

- Spell check & proofread
- Keep it to the point
- Individualize your cover letter to each specific position