

Cover Letter: Version #1 Template (if you are an undergrad)

Use Same Heading from Résumé

[Date]

[Name of Contact]

[Contact Title] You do not need to list this if you do not know it.

[Contact Department] You do not need to list this if you do not know it.

[Company Name]

[Company Street, City, State, Zip]

[Company Phone Number] You do not need to list this if you do not know it.

[Company Fax Number] You do not need to list this if you do not know it.

Re: [Purpose of this letter]

(ex. Re: Internship or Re: Marketing Coordinator Position, etc.)

Dear Ms./Mr. [Last Name Only]: Never use “To Whom It May Concern” or “Hiring Manager” and never assume the woman is married. Always use “ : ” after the salutation.

I am a current senior at [your school] majoring in [your major], with a concentration in [your concentration or minor], and plan to graduate in [Month 20XX]. I am interested in applying for the [list internship name or position name] with [list name of company]. My strengths are [list three strengths that are related to the internship/job]. Therefore, I assure you I can accomplish [employer’s need] if hired for this opportunity.

Highlights of my professional/college experience include:

- [First highlight or accomplishment that is related to what it is you are applying for.]
- [Second highlight or accomplishment that is related to what it is you are applying for.]
- [Third highlight or accomplishment that is related to what it is you are applying for.]
- [Fourth highlight or accomplishment that is related to what it is you are applying for.]

The opportunity at [company name] sounds very exciting to me because of [include why it is exciting to you] and I am impressed with how [company name] [list something you found impressive while researching comments from the company’s website, LinkedIn profile, or relevant information that publicly known].

I feel there is a great deal I can bring to [company name] and I welcome the opportunity to meet with you. I am free during [list days and times you can meet]. I look forward to your call and I can be reached at [list phone number and email address]. Thank you for your consideration.

Sincerely,

Your Signature

[Your Typed Name]

Incl: [List type of document/s you included with this letter. Always scan everything as one document and send that.]

Cover Letter: Version #2 Template (if you are an alum)

Use Same Heading from Résumé

[Date]

[Name of Contact]

[Contact Title] You do not need to list this if you do not know it.

[Contact Department] You do not need to list this if you do not know it.

[Company Name]

[Company Street, City, State, Zip]

[Company Phone Number] You do not need to list this if you do not know it.

[Company Fax Number] You do not need to list this if you do not know it.

Re: [Purpose of this letter]

(ex. Re: Internship or Re: Marketing Coordinator Position, etc.)

Dear Ms./Mr. [Last Name Only]: (Never use “To Whom It May Concern” or “Hiring Manager” and never assume the woman is married. Always use “Ms.” if addressing to a woman and include “ : ” after the salutation.)

Over [number] years of experience as [name of position or type of work] is the expertise I would bring to the table regarding your position as [name of position] with [name of company]. My strengths are in [strength related to position], [strength related to position] and [strength related to position].

Currently, I work in [name of current company] where I work [include a daily accomplishment related to position you are applying for]. I also [name another daily accomplishment the employer will care about related to the position in which you are applying].

Highlights of my professional/college experience include:

- [First highlight or accomplishment that is related to what it is you are applying for.]
- [Second highlight or accomplishment that is related to what it is you are applying for.]
- [Third highlight or accomplishment that is related to what it is you are applying for.]
- [Fourth highlight or accomplishment that is related to what it is you are applying for.]

The opportunity at [company name] sounds very exciting to me because of [include why it is exciting to you] and I am impressed with how [company name] [list something you found impressive while researching comments from the company’s website, LinkedIn profile, or relevant information that publicly known].

I feel there is a great deal I can bring to [company name] and I welcome the opportunity to meet with you. I look forward to your call and I can be reached at [include phone number] or [include email address] to discuss the valuable contributions I can make as part of your team. Thank you for your consideration and I look forward to talking with you soon.

Sincerely,

Your Signature

[Your Typed Name]

Incl: [List type of document/s you included with this letter. Always scan everything as one document and send that.]