***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 publically 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 are able to 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 women 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 publically 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.]**