

# COVER LETTER TEMPLATE

Your name  
Your address

Date

Employer's name  
Employer's address

Dear [employer's name],

## First Paragraph

- Introduce yourself.
- State the position title, job number and where you saw the ad (include date).
- Indicate if someone recommended you. Hint: general referrals come from family or friends who know someone at the prospective employer's company.
- You should always get approval from your referral to use their name in your cover letter.

## Second Paragraph

- Indicate your interests – include your career interests and your interests in the specific organization.
- Identify with the product/service (personal experience with the company).
- What you read or heard about the employer – only positive things.
- Discuss opportunities to practice your profession.

## Third Paragraph

- Highlight why the employer would be interested in you.
- Some things to talk about: experience, academic credentials, honors. This is not a rehash of your resume. Include items not specifically covered in your resume.
- Key points from your resume (elaborate on them; tell a little story).
- Keep statements factual.

## Fourth Paragraph

- Can provide explanations for what is on their resume (example: low GPA – you worked while in school).
- Always make positive statements about your credentials.
- Don't ever say you meet the company's criteria – only what you **can** do.

## Final Paragraph

- Indicate the follow-up **you** plan to do (call to provide further information, arrange an interview, find out job specifics).
- Thank the person for their time and consideration.
- If you indicate that you will contact them in the near future, you need to make sure you do it!

Sincerely,

Your name