

How to Write a Cover Letter



Your Name and Contact Information

Date

Address of HR or Hiring Manager

Date Salutation: Dear Dr. /Mr. /Ms. Last Name:

Find out the name of the hiring manager. You may have to call the organization to find out or do research on LinkedIn. If you are unsure of the contact person's gender, type out the full name. **Last resort, if you cannot find their name, "Dear Hiring Manager" is acceptable.**

First Paragraph:

Introduce yourself – who are you and why are you writing? (Don't Say "My name is..." but rather "As a sophomore Biology major at Stevenson University I write to apply for the Summer Internship program at X." Mention the position you are applying for specifically. **Make a connection** – why do you want to work for the employer? What appeals to you about the opportunity for which you are applying?

Summarize your strengths – highlight strengths, skills, and attributes on which you will elaborate in the middle paragraphs of your cover letter;

A well-written introductory paragraph can often stand alone as an abstract of your candidacy.

Middle Paragraph(s):

Elaborate on related experiences, coursework, or activities to provide specific examples to demonstrate skills and attributes the employer is seeking;

These paragraphs should answer the following question: what can you bring to the position and employer?

Remember, you are interpreting your resume, not repeating it. Try to support each statement you make with a piece of evidence. Can break up into more than one paragraph or bullets (not copied from resume), rather than one large block of text.

Final Paragraph:

Conclude your cover letter by describing what else you have enclosed (resume, references etc.)

Respectfully request an interview or an opportunity to speak further about the position. Thank the employer for his/her consideration.

Complimentary Close:

Sincerely,

Signature:

Handwritten Signature (for a mailed letter)

Typed Signature

