

First and Last Name

Contact Information

Heading should be the
**exact same as your
resume**

Today's Date (written as Month Day, Year)

Name of person you're addressing
Job title of person you're addressing
Full Company Name
Mailing Address
City, State Zip

No indentation for
paragraphs

Dear Hiring Manager (do some research... try to find a name!): ← Colon, not a comma

About Paragraph- Introduce yourself (you don't have to say your name, as it's already at the top) and name the position you're applying for and why you're interested in the position. If you were encouraged to apply for this position by someone that you met in a networking capacity, mention that in this paragraph. Describe why you are a great fit for the role using your unique combination of experiences, education, skills, and interest.

Because Paragraph- This is where you're going to use specific examples of skills you have and how you've applied them. You have the chance to expand on a few of the most important things from your resume and include elements you weren't able to include in the resume. **Highlight what you have to offer their organization.**

Close Paragraph- You can also think of this as the "confidence" paragraph. Restate your interest in the position, highlight that you are prepared to be successful, and leave the door open for follow up about next steps.

Sincerely,

Signature

← Can be handwritten or
typed in a cursive font

Typed first and last name

Other Tips

- Limit your cover letter to one page
- Use an accessible, 10-12 point font (preferably the same font as the body of your resume)
- Choose depth- you don't need to get into everything that's on your resume, but you should elaborate on the most relevant experiences
- Organize your content in a way that's intuitive to follow. Make sure that paragraphs flow into each other naturally.