

How to Write a Cover Letter

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.

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 Paragraphs:

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. Use several shorter paragraphs or bullets rather than one large block of text.

Final Paragraph:

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

Include information on how you will follow-up. State that you will do so and indicate when (one week's time is typical).

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