

Your Name (Optional)
Your Address Line 1
Your Address Line 2



You can copy and paste your header from your resume for consistency between your documents!

Month Day, Year

Mr./Ms./Dr./ Name
Title
Name of Company/Organization
Company's Street Address
City, State, Zip

Dear Mr./Ms./Dr.:

Paragraph 1: Answers “Why am I writing?” (Usually 2-3 sentences)

- ✓ **Identify** the position you are applying for
- ✓ **Indicate** how you found the position (company website, indeed.com, personal referral, etc.)
- ✓ **Introduce** basic information about yourself that explains why you are the best candidate for the job. You could use a combination of education, experience, and skills.

Paragraph 2: Answers “Who am I, and why should you hire me?” (Could be 2 paragraphs)

- ✓ **Match** the needs of the employer described in the job listing to your education, experience, and skills.
- ✓ **Highlight** one or two of your strongest qualifications and explain how they relate to the needs of the employer
- ✓ **Explain**, in detail, why you should be chosen to interview for the position which you are applying for

Paragraph 3: Answers “What is my next step?”

- ✓ **Restate** your interest and enthusiasm for the position
- ✓ **Remind** the reader of your phone number and email address
- ✓ **Specify** how you intend to follow up

Sincerely,

*(your hand written signature, if mailed;
handwritten font, if sent electronically)*

Your Full Name Typed

Enclosure(s): list any documents attached

Cover Letter Email Template

Subject Line of Email Message: Title of Job, Number (if listed), Your Name

Email Message:

Dear Mr./Ms./Dr.:

Use the same format for your text here as described in template above.

Sincerely,

Your Full Name Typed Out

Your Address

Your Email

Your Phone Number