

# Cover Letter Guidelines

Use the same header as your resume.

Name



Address | Phone Number | Email Address | Portfolio or LinkedIn Profile Link

DATE (you are submitting)

Contact's Name (If known)  
Contact's Title (If unknown, Hiring Manager, Search Committee, etc.)  
Organization  
Address  
City, State Zip

If you don't know the contact's name, it is appropriate to put "Dear Hiring Manager," "Dear Human Resources," or "Dear Selection Committee."

Dear Mx. \_\_\_\_\_, OR Dear Hiring Manager OR Search Committee,

Opening Paragraph:

Clearly state the exact position you are applying for using the same title listed in the job description. Include details of how you found out about the position. Did you see it on Handshake? Direct referral? Briefly describe and connect why you are interested in the position. Focus on what you can bring to the team, not how they can help you! Provide a statement of what experience and skills you can offer. Close the paragraph by summarizing why you feel you are qualified before jumping into the body

Body Paragraph (1 – 3 paragraphs):

Pick a few experiences from your resume you want to emphasize and elaborate on how it is directly related to the position description. See this as an opportunity to connect the reader to how you can help them. Incorporate specific examples and keywords from the job description to describe how you've previously completed the tasks and have the skills they are seeking

Connect the dots for the reader between your skills and those they are seeking. Why are you going to be a good fit for the position and team?

Closing Paragraph:

Be sure to express your interest in conducting an interview. State you have enclosed your resume and any other application materials required. Invite the employer to reach out to you via phone or email. Thank the contact for both their time and consideration of your application

Salutation (Sincerely, Best Regards, Respectfully submitted, etc.)

(3 – 4 lines blank)

Your signature



Include your electronic signature or use a script font to sign your name.

Your Typed Name