

Rhett T. Terrier

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[Date]

[Contact Name]

[Contact Title]

[Company Name]

[Company Street Address]

[Company City, State, Zip]

Dear [Contact First and Last Name]:

- Address the cover letter to the full name of recruiter or hiring manager unless otherwise directed. Using Mr./Ms. may make assumptions about the individual's gender pronouns.
- Try to find the recruiter or hiring manager's name using LinkedIn, the posting, company website, etc.
- If you can't find a name, address it as Hiring Manager or the location/department to which you are applying Manager (ex: Financial Department Manager or Boston Recruiting Team).

Opening (1 paragraph): Introduce Yourself

- The goal of this paragraph is to introduce yourself and explain: Why this company? Why this role? Why you?
- State why you are writing, how you heard about the position and try to make a connection with the reader (referral, event attended, etc.). For example, "I am writing to apply for the Accounting Internship which I found on Handshake". Or "Susan Jones, one of your current interns, suggested that I contact you."
- Convey eagerness to work for the firm and knowledge about the company. If you could do this position anywhere, why this specific organization? Try to tie yourself to the organization. Be specific.
- Highlight, briefly, why you are excited about the role. If you could do any position, why this specific one?
- Conclude in ONE sentence your qualifications that match the job's requirements—you will provide examples of times you've demonstrated these qualifications in the next paragraph. Focus on why you are a good candidate for the job and how you will benefit the company (not how it will benefit you).

Body (1-2 paragraphs): Persuade the reader you are the best person for the position

- Explain in more detail how your qualifications match the job's requirements from the job description or posting.
- Give specific examples of how you demonstrated a particular skill; tie them to the position you are applying for and explain to the employer why your skills would be relevant for the specific requirements of this position.
- Lead with work experience and then follow with academic experience.
- Avoid repeating verbatim what is already on your resume.

Closing (1 paragraph): Next steps

- Reiterate your interest and fit – use information specific to the company/role/yourself.
- Thank reader for their time and consideration and that you look forward to discussing the position further.
- Provide your contact information (email/phone number) should it not be in the header.

Sincerely,

[Your Name Typed]