COVER LETTER TEMPLATE & TIPS

[Date written out: *April 22nd, 2021*]

[Your name]
[Your street address – use a mailing address where you can be reached]
[Your city, state, zip code]

[Name of person to whom you're addressing the cover letter – HR representative, internship coordinator, etc.]
[Title of the person to whom you're addressing the cover letter: *Internship Coodinator*]
[Company Name]
[Company street address]
[Company city, state, zip code]

Dear [Name of person to whom you're addressing the cover letter]:

Paragraph One - Introduction:
- Identify yourself, your purpose, where you are applying, where you heard about the opportunity, and establish any personal connection to the company or position.

Paragraph Two – Experience:
- Touch on why you are an ideal candidate for the position. Try not to just repeat what is on your resumé – if they are interested in your application, an employer will look at that document, as well. Instead, use this space to, in a concise manner, share how your experiences and skills make you a competitive applicant.

Paragraph Three – Skills:
- Focus on skills. What skills do you have that make you an asset to this company? If you have extensive experience in the field in which you're applying, use this section to highlight how your experience (above) has led to development of transferable skills. If you don't have a lot of experience, focus on time management, organization, and leadership abilities.

Paragraph Four – Closing:
- This is your closing statement. Thank the addressee for their time, note that you look forward to hearing from them, and include your contact information – e-mail and phone number should suffice.

Sincerely,

[Your signature – use a scanned copy or photo if you are able, if not, go with a different script font]
[Your name in print}

COVER LETTER TIPS

DO

- Brag on yourself. If you aren't confident that you're qualified for the position, the company won't be convinced that you are, either.
- Show that you have done your research. You don't need to know everything about the company, but you must know what skills the position entails and address them in your cover letter.
- Look at the job description and tailor your cover letter accordingly. Starting with a template is fine, but the more individualized you make it, the more you show your investment in the position.
- Be professional. Keep your tone neutral and confident but do not sound threatening (i.e. "You would be making a big mistake if you don't hire me.")
- Stick to the facts. Provide an overview of your experience without any fluff.
- Use a standard font, such as Times New Roman, black font, size 11 or 12.
- Read over before submitting. No one wants to look at a cover letter accidentally addressed to another company.

DON'T

- Waste space copying information over from your resume.
- Forget to show your appreciation for the employer's time (i.e. thank them at the end of your letter).
- Go over one page. The average cover letter is skimmed in 7 seconds. An employer won't turn it over to read the back.
- Send off a generic cover letter. It will be obvious. At the very least, note the position you're applying for in your first paragraph.
- Let a lack of skills or experience deter you from applying. The worst that can happen is that a company doesn't respond, and you don't get the job.