

Cover Letter Template



Your Name
Your full Address
City, State Zip Code
Email address
Phone

Ø *three lines of space*

Name/Title of Specific Person
Name of Organization
Street Address
City, State Zip

Date

Dear Mr./Ms. _____:

Introduction Paragraph

Introduce yourself and inform the reader why you are writing, how you learned of the position or potential position, of any personal contacts you may have with the hiring manager or company, and your strongest qualifications for the job.

Second Paragraph

Clearly express why you want **this** position and how you are a good fit for the position and/or company. Inform the reader(s) of your skills and qualifications and how they can benefit the company. Provide specific examples of how you've demonstrated the skills they are looking for. Use your voice to help bring life and personality to your application.

Final/Closing Paragraph

Summarize and reiterate how your skills and qualifications can match their needs. Request a specific follow up (generally an interview) and give the employer 1 good way to contact you. Thank the reader for his/her time and let them know a specific date, generally within a week, that you will follow up with them.

Sincerely,

Ø *Sign your name in pen here (3 lines between sincerely and your typed name)*

Type Name

Enclosures: Resume, References, (etc.)

Cover Letter Tips

- Keep to 1 page in length
- Tailor a cover letter for each position you apply for
- Remove words or phrases that add length, not substance
- Never address a cover letter "To Whom it May Concern:"
- Make sure there are no grammatical or punctuation mistakes
- Use the same font style in you cover letter that is used in your resume
- Concentrate on your specific skills and how you are an ideal candidate for the position and organization

CEHD Career Services

360 Education Sciences Building | 612-625-3339 | www.cehd.umn.edu/career

The University of Minnesota is an equal opportunity educator and employer. This material is available in alternative formats upon request.