Dear Hiring Manager,

TIP: Try to find a name, even if you have to call and ask. If you cannot, hiring manager or recruiter is usually appropriate. Avoid “To whom it may concern” or “sir/madam”

Paragraph 1 (About 3-5 Sentences)
• Reference the employer and mention why you are interested in the position. If you were referred or have spoken to someone at the company, you may want to mention it.
• Provide a reason that you are interested in this position and establish that this cover letter is unique to the recipient, not just copied from other job applications.
• If the position is an internship, state what hope to learn.

Paragraph 2 (About 3-5 Sentences)
• Re-read the job description and make sure you address the biggest needs by elaborating on your experience and providing examples that qualify you for the position.
• Make the connection between your experience and the job opening extremely clear, even if it seems obvious to you.
• If possible, mention a specific example of projects or accomplishments.
• Elaborate on your experience without simply listing everything already on your résumé.

Paragraph 3 (Optional) (About 3-5 Sentences)
• Continue to elaborate on experience if you need more room or if the job description had many concepts/qualifications you want to address
• Mention any experiences that for some reason you were unable to list on your résumé

TIP: When discussing your qualifications and keywords from the job description, consider using bullet points or bold font to emphasize the most important items and make them easier to read quickly

Paragraph 4 (About 3-4 Sentences)
• Restate your interest and confidence in the position and organization
• Thank the reader for their time and indicate that you are looking forward to next steps
• Consider providing a follow-up plan to give yourself accountability to initiate contact if you do not hear back within 1-2 weeks.

TIP: This is only one way to write a Cover Letter. You may do something different, but using this template or a similar strategy is often effective and fairly simple.

Sincerely,

Your Name  (TIP: Scan your actual signature and attach it here as an image)