Month Day, Year

Hiring Manager's Full Name (if available)

Hiring Manager's Job Title (if available)

Organization Name

Street Address  
City, State, Zip Code

Dear Hiring Manager: (or first name last name if available)

Think of a cover letter as an essay on why the company should hire you. Remember the "5-paragraph essay" format from High School? The **first paragraph** should start out strong, stating your "argument" (why you are a good fit for this position) and a brief summary of the points you will emphasize in following paragraphs. Make it strong by using key words from your Summary of Qualifications to catch the recruiters’ attention. This would be a good place to communicate your passion/interest in applying as well. Then, follow with how you learned about the position and where you are studying.

The **middle paragraphs** should present additional information about your work, project, or volunteer experiences that are *relevant to the job description*. Be sure to emphasize what *you offer to the employer*, not what the employer can do for you. You’ll want to reference the job description, especially the list of desired qualifications for the ideal candidate. I suggest going so far as including a sentence that specifically says how "X" experience will help you do this position better. For any claims you make, you should provide a specific example that showcases the quality you claim to have (ie: an event you planned for a student organization that highlights your communication skills). The letter should be as brief and succinct, no longer than one page.

Alternatively, you could include a bulleted list of your qualifications in a middle paragraph instead of the supporting paragraphs:

QUALIFICATIONS

* Qualification that makes you a great candidate
* Relevant skill you have and years of experience
* Range of knowledge or experience in a relevant subject area

The **last paragraph** should have a summary statement of your qualifications and interest, and why you want to work for this particular employer. Close with your contact information for follow-up and a "Thank you" for consideration.

Sincerely,

Candidate Name