

Candidate Name

Street address, City, State, Zip
username@uw.edu | (206) 123-4567

COVER LETTER

Month, Date, Year

Hiring Manager's Full Name (if available)
Hiring Manager's Job Title (if available)
Company Name
Company Street Address
City, State, Zip

Dear Hiring Manager: (or Mr/Ms. 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, use key words from your Summary of Qualifications and 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. I suggest going so far as including a sentence that specifically says how "X" experience will help you do this position better. You may provide specific examples (writing the most relevant ones first), but no more than two if possible; the letter should be as brief and succinct as possible; definitely no longer than one page.

You could also 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 a request for action and "Thank you" for consideration.

Sincerely,

(Signature in ink if sent by mail)

Candidate Name