

## **Date**

### **Your Contact Information**

Name

Address

City, State, Zip Code

### **Employer Contact Information**

Name (if unavailable use Hiring Manager or Search Committee) Title

Company

Address

City, State, Zip Code

## **Salutation**

Dear (Mr./Ms./Mx. Last Name, Hiring Manager, or Search Committee),

### **First Paragraph (Introduction)**

The first paragraph of your cover letter provides an introduction of you to the employer. It should include the position you are applying to, how you found the position, and introduce your fit for the position. The first paragraph is generally three to four sentences long. Include the name of a mutual contact, if you have one. You can use the paragraph's end to introduce your fit with the position.

### **Second Paragraph (Fit with Job)**

The second paragraph of your cover letter describes your fit for the position in detail. Describe how your qualifications match those in the job description and the value you can provide to the organization. Reference one or two specific examples. Do not repeat your resume word for word – provide more detail and information to highlight the achievements in your resume. The paragraph is approximately four to six sentences long.

### **Third Paragraph (Fit with Company)**

The third paragraph of your cover letter describes the synergies between you and the company. Establish why you are interested in the company, such as values or traits you are looking for in a company. Be sure to do your research – this can be done through previous conversations with the employer, an informational interview, or through your own secondary research. Do not copy information directly from the website. The paragraph is approximately four to six sentences long.

### **Final Paragraph (Closing)**

The fourth and final paragraph should restate your interest in the position, thank the employer for considering your application, and provide your contact information (phone number and email).

### **Complimentary Close**

(Sincerely, Best regards, Warm Regards),

### **Typed Signature**