

Personal Header

Date (Month Day, Full Year)

Name of Employer

Address of the place of employment

RE: Position Title

Dear Hiring Committee:

Intro name and brief bio information. Why you are writing this cover letter/resume/application. What position you are applying for. Your motivation to write this cover letter. Lead in sentence for next paragraph to discuss your qualifications. This section should be 3 to 5 sentences.

Discuss motivation for pursuing education. Discuss why you are committed to your education. Talk about how you take advantage of the opportunities that you find or are offered. Go into detail about why you would be a good fit for the company. Discuss what you would like to add or get out of the position you are applying to.

See what qualifications your already have outlined in the job description, point out areas of improvement for you, discuss what you would like to accomplish with this position. This section should be about 7 sentences.

Make the offer. Include the ask for an interview. Include your follow-up contact info (email, phone number where they can leave a message). If salary requirements are requested in the job description place them here.

Sincerely,

Your name

Enclosures: Resume

References

Transcript

Letters of Recommendation

**Commented [CAJ1]:** Should be the same on all your professional documentation (Cover letter, Resume, references, thank you letter/note). This helps with personal branding and identifying an applicant's materials.

**Commented [CAJ2]:** This is optional for digital documentation.

**Commented [CAJ3]:** If you have a specific contact that the cover letter is supposed to be addressed to include their name. Otherwise, use "Hiring Committee", "Hiring Manager", or "Human Resources"

**Commented [CAJ4]:** Paragraph 1

**Commented [CAJ5]:** Paragraph 2-3. Do not do more than 2 body paragraphs.

**Commented [CAJ6]:** Closing Paragraph/Statement.

**Commented [CAJ7]:** This section is optional if you are including this documentation.