

# COVER LETTER TEMPLATE

*(\*delete this before sending your Cover Letter)*

Your Present Address

February 19, 2016 *(always write out the date)*

Ms. Jane Smith *(It's best to identify the actual Hiring Manager, if you cannot, simply put "Hiring Manager")*

Title

Company Name

Company Address

City, ST 12345

Dear Ms. Smith:

**1<sup>ST</sup> PARAGRAPH GOAL:** 1) *Attract the attention of the employer and* 2) *demonstrate you have done your research on the company.*

I'm very excited about the (NAME THE POSITION) at (NAME THE COMPANY) because: (e.g. this is an exceptional opportunity to work in a... and/or as a Psychology major I am seeking roles like this to utilize my skills and experiences... and/or "I have a passion for Marketing that stems from... and/or Mr. John James suggested I contact you about employment opportunities). I am especially interested in working with your company because... *(Insert your research from company website and LinkedIn...)*.

**2<sup>nd</sup> SECTION:** *ID the **Job Responsibilities** from the **Job Description** and provide examples, where you have excelled: (see examples)*

I believe I will exceed your expectations because of the experiences and skills I will bring to the position:

- **EVENT COORDINATION:** As the Events Chair for XYZ Group, I have planned exceptional events ranging in size from 20-100 guests with creative themes and excellent attendance.
- **SOCIAL MEDIA:** As the Social Media Chair for (Company, Student Group or Volunteer Experience) I worked to create brand awareness by updating social media sites, including...
- **WEBSITE DESIGN:** In my (COURSE NAME: e.g. Information Systems...) course, I worked with a team in creating a website for ABC Company to enhance its marketability.

I look forward to meeting your team and sharing a more in-depth explanation of how my experience can help (COMPANY NAME) achieve its goals **OR** I would appreciate the opportunity to speak with you regarding a career with (COMPANY NAME) **OR** I would like to meet with you to discuss how I would fit into your program **OR** it would be an honor to serve as an intern for (COMPANY NAME).

Please contact me at (YOUR EMAIL ADDRESS) or at 555-555-5555 **OR** I will call your office later this week to schedule an appointment.

Thank you for your consideration and I look forward to hearing from you.

Sincerely,

Your Name Typed

*Note: If this letter is mailed, you will need to sign your name above your typed name.*