

# COVER LETTER TEMPLATE\*

*(\*delete this header before saving your Cover Letter)*

Your Name (Please remember to complete this section before you save your document)

Street Address

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

Ms. Jane Smith (*If possible, identify the actual Hiring Manager; if you cannot, simply use "Hiring Manager"*)

Title

Company Name

Company Address City, ST

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 position.*

I'm very excited about the (POSITION TITLE) position at (COMPANY NAME) because: (e.g. this is an exceptional opportunity to work in a... and/or as a Marketing 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).

**2<sup>ND</sup> PARAGRAPH GOAL:** *Demonstrate you have researched the company by integrating the information into your cover letter.*

I am especially interested in working with your company because... (*Insert your research from company website and LinkedIn...*).

**3<sup>RD</sup> PARAGRAPH GOAL:** *ID the Job Responsibilities from the Job Description and provide examples, where you have excelled: (see examples below)*

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.*