

Use the same heading as your resume, so your documents match.

COVER LETTER

Street Address ♦ City, ST ZIP ♦ email@uni.edu ♦ (319) 273-6857

Month, XX, 20XX

Name of Contact
Title, Company
Mailing Address
City, State Zip Code

It is best to direct your letter to a specific person, however, if you don't have a name, consider "Dear Human Resources" or "Dear Sir or Madam"

Dear Mr. or Ms. Last Name:

First Paragraph: State what you are applying for and how you found out about the position. Let the employer know why you are interested in the position.

Second Paragraph: Review the job description and craft a paragraph that demonstrates how your skills, abilities, academic background, and experiences align with the job. Include projects, internships and work experience that make you a strong candidate. The most difficult part of writing this portion of the cover letter is flow.

Third Paragraph: Thank the organization for reviewing your materials. Let the reader know the best way to contact you, and if appropriate suggest that you will follow-up regarding your application.

Sincerely,

If your cover letter will be sent as a hard copy, allow space for your written signature. If not, close the space.

Name
Enclosure (1)

Tips/Notes:

- Cover letters should not exceed 1 page in length, or if in email, require scrolling.
- Cover letters must be customized to the position- DO NOT use the same cover letter for all applications.
- Paragraph 2 is the most difficult to write and needs to have a logical flow for the reader.
- Cover letters demonstrate your writing skills and should entice the reader to want to view your resume.