

## Cover Letter Template

### FIRST AND LAST NAME

Professional.emailaddress@rockets.utoledo.edu | 419.123.4567



Use the same heading as your resume.

Date

Name of Contact Person

Title

Organization

Street Address

City, State ZIP



Use "Dear Search Committee" if Contact person is unidentified. Do your best to locate a contact person.

Dear (Contact Person's Name):

#### Opening Paragraph: Why you are writing

- State why you are writing. Name the exact position title or type of position for which you are applying
- Mention how you learned of the position
- Mention the name of any referring person
- Briefly describe why you are interested in this particular position
- 3 to 5 sentences

#### Body of the Letter: Sell yourself

- Briefly describe the skills and/or experiences you possess that fit the requirements of the position
- If you have related experiences, mention your qualifications and achievements
- This is your chance to give the reader more insight as to who you are as a person. Do not repeat your resume. This is the time to mention personal qualities or special experiences and motivators.
- 5 to 7 sentences

#### Closing Paragraph: Request an interview

- Directly, but politely, indicate your desire to further discuss your qualifications in an interview
- Make it easy for the reader to contact you by providing your phone number(s), email, and the best time to reach you
- Thank the contact person for his or her time and consideration
- 3 to 5 sentences

Sincerely,

(4 spaces)

Your typed name

(2 spaces)

#### Cover Letter Tips

- Take the time to write a customized letter for each position you apply.
- Don't forget your personal brand
- Keep "I" statements to a minimum
- You may use more than 3 paragraphs if needed.
- Letter should be no longer than one page

**JOHN DOE**

John.doe@rockets.utoledo.edu | 419.123.4567

October 10, 2018

Janice Smith  
Smith Marketing Associates  
125 Smith Blvd.  
Toledo, OH 436606

Dear Ms. Smith:

Please consider the attached resume for the position of Marketing Associate advertised on Handshake. In your advertisement, you mention that you are looking for a candidate with excellent writing and public speaking skills as well as the ability to plan workshops. My writing and career-related experiences make me well qualified for the position.

As a sociology major, I have written 20 term papers over the past four years and have consistently received excellent grades and comments on my writing style. I also currently write articles for the university newspaper and have been an editor for the past year. The characteristics that I mentioned allow me to describe intricate details to the readers of the paper accurately.

Regarding my public speaking experience, as an intern for the Career Services office on campus, I have facilitated information sessions for students interested in obtaining career-related experience. I am also a tour guide for the Admissions Office. I am excited at the thought of using similar skills for the Marketing Associate position.

I look forward to meeting with you to further discuss my qualifications and talk with you in detail about the position. Please feel free to call me at 248-555-5555 or email at doe@rockets.utoledo.edu. Thank you for your consideration.

Sincerely,

John Doe