

Cover Letter Template

FIRST AND LAST NAME

email.address@rockets.utoledo.edu 419.123.4567



Tip: Use the same contact heading as is on your resume.

Date

Name of Contact Person

Title

Organization

Street Address

City, State ZIP

Dear (Contact Person's Name):



Tip: Do your best to locate a contact person, and do **not** use "To whom it may concern" or "Dear Sir/Madam."

Opening Paragraph: Introduce your interest in the position

- State why you are writing; mention the exact position title for which you are applying.
- Reference how you learned about this position and name any referring person.
- Briefly describe why you are interested in this position.
- Keep this paragraph two to three sentences.

Body of the Letter: Sell yourself to the reader

- Give the reader insight into who you are as a person and what qualifies you for the position.
- Link your coursework, experiences, competencies, and skills to the position description.
- Don't include all of your experiences; do share personal qualities and motivators, too.
- Keep this paragraph five to eight sentences in length.

Closing Paragraph: Request an interview

- Directly but politely, show your desire to further discuss your qualifications in an interview.
- Make it easy for the reader to contact you by providing your phone number and email.
- Thank the contact person for their time and consideration.
- Keep this paragraph to three or four sentences.

Sincerely,

(Your signed name, if possible)

Your Typed Name

Additional Tips

- Take your time to write a customized letter for each position for which you are applying.
- Your letter should be no longer than one page. Do your best to keep it precise and focused on the most relevant information.
- Use the keywords from the job posting to highlight the skills and experiences that your employer seeks.
- You may use more than three paragraphs if needed; but remember that it would be redundant to include all of your experiences from your resume. Entice the reader with your selected content to want to read your resume.
- For more information and examples, please see our resource, ***The Application Communication Guide: How to Write It Right.***

JANE DOE

jane.doe@rockets.utoledo.edu 419.123.4567

March 6, 2022

Jason B. Smith
Director, Customer Engagement
Toledo Museum of Art
2445 Monroe Street
Toledo, Ohio 43620

Dear Mr. Smith:

I was delighted to find the **Social Media Specialist** position at the Toledo Museum of Art advertised on Handshake. I will graduate from the University of Toledo with a degree in Art Education in May 2022. In addition to my degree, I have solid social media experience.

During the Fall of 2021 and Spring of 2022, I had the good fortune to intern at Imagination Station. While at Imagination Station, I created and administered all content for their social media platforms including Facebook, Instagram, Twitter, and TikTok. Additionally, I learned how to build audiences for each platform, ensure customer engagement, monitor site metrics, respond to reader comments, and report on site analytics. In my role, I had the opportunity to collaborate on numerous creative designs, marketing pieces, and educational tools with the creative team. I firmly believe my experience at Imagination Station would allow me to immediately step right into the Social Media Specialist Toledo Museum of Art and begin contributing from day one. Moreover, I am confident that I will be able to, as stated in the position's requirements, drive customer engagement and produce meaningful results through social media for the Toledo Museum of Art.

I would love an opportunity to discuss my education and experiences with you in person. Please feel free to contact me at either 419-555-1212 or janjones1212@gmail.com. Thank you for your time and consideration. I hope to hear from you!

Sincerely,

Jan Jones