

Cover Letter Template

Your Name
Street Address
City, State Zip Code

Month Day, Year

Contact Name, Title (if known)
Organization Name
Street Address
City, State Zip Code

*In an email or on-line application you would omit the date and the contact information for you and the addressee. Start with the salutation.

Dear Professor/Dr./Ms./Mr. Last Name,

Opening Paragraph – why you are writing: State the specific position you are applying for and where you learned about it. If there was not an advertised position, explain why you are writing. Mention if you were referred to the position from someone within the institution. Be sure to highlight if you come recommended by someone in their department up front. Briefly describe who you are and what your field is.

State why you are applying to this employer – what about the university, college, company or organization that you are applying to appeals to you.

Middle Paragraphs – what qualifications you bring: Demonstrate how your research, graduate school, and other key experience have prepared you for the job as described in the advertisement. FOCUS ON TRANSFERRABLE SKILLS and GIVE 2-3 KEY EXPERIENCES or ACHIEVEMENTS that highlights your qualifications for the job. Clearly argue why it is logical for you to apply for the position and why it is logical for the hiring committee to consider your application. Indicate what contributions you will make to the organization, department, company or lab and how you will fit in.

Write to your target audience. The focus of your cover letter will differ depending on your field and whether you are applying for a post-doc, faculty, research, government, non-profit, or industry positions.

Close with a summary sentence of your qualifications and confident statement that you can make a contribution.

Concluding Paragraph – what you want: Cover the logistics. Indicate that your CV or resume, references and supporting documents are included. Thank them for their time and consideration of you application and that you look forward to discussing your qualifications and the job requirements in more detail.

Sincerely,

(signature)

Name (typed)