

HOW TO WRITE A COVER LETTER

Purpose: Cover letters are used to introduce yourself and to briefly explain your qualifications to a prospective employer. A cover letter should always accompany your resume or CV when applying for a position. The cover letter should highlight information included on your resume or CV but not duplicate information word for word.

Sample Template

Your Address
City, State, Zip Code
Date

Individual's Name
Title
Institution / Organization
Street Address
City, State, Zip Code

Dear Mr. / Ms. / Dr. :

1st Paragraph: In your initial paragraph, indicate the reason for writing, the specific position or type of work you are applying for, and how you learned of the opening. (Prior contact with employer or employees of the organization you are applying to, journal / newspaper advertisement, the Internet, etc.)

2nd Paragraph: Mention qualifications you think would be of greatest interest to the search committee / employer. Explain how your academic background makes you a qualified candidate for the position. Mention ideas for future research, if applicable. If you have related experience, point this out by mentioning specific achievements or unique qualifications gained through this experience. Above all, indicate what you can do for the employer.

3rd Paragraph: Tell why you are particularly interested in the position and the organization. Subtly emphasize your knowledge of the institution / organization. Connect this information to your own background, qualifications, career objectives, etc.

4th Paragraph: In the closing paragraph, indicate your desire for an interview. Repeat your phone number and email in the letter. Refer the reader to the enclosed CV or resume and offer to provide additional information, if necessary. Finally, thank the employer for his/her consideration.

Sincerely,

(Your handwritten signature, when appropriate)

Your name typed