



Detailed Cover Letter Template

Keep the format of your cover letter as consistent with the format of your resume as possible. You can use your resume heading here! Alternatively, your contact info may be placed at the bottom or within your conclusion.

Date the Letter Is To Be Sent

Name of the Recruiter/Hiring Person

Company/Organization Name

Full Mailing Address

Try your best to find all of this information, whether it be by exploring the recruiting site, making a couple of calls, or e-mailing a few people.

Dear (Name of the Hiring Person),

If the name of the hiring person cannot be found, do not use “To Whom It May Concern.” It is always better to address the person in a more personal way such as Hiring Manager, Recruiter, Hiring Team, Human Resources Manager, etc.

Introduction (3-5 sentences)

Start the letter with the position title and where you learned of the opportunity and, if applicable, who referred you to the position (ask the reference for permission to include him/her in the cover letter). If you found the job on a particular site or through the career fair, mention that! Tell the company how you are a good fit by outlining how your skills and experiences fit the needs and/or culture of the company. Include specifics about the company—this paragraph is an ideal place to show your knowledge and interest in the company. Express enthusiasm for the position and company.

Body Paragraph: Bulk of the cover letter (4-5 sentences or 2 paragraphs)

Before writing this section, take some time to research the company and understand the job description requirements and desired skills. Confirm that you can demonstrate that you have these or transferrable skills from previous experiences. Use specific and relevant examples that would be applicable to the requirements and/or qualifications listed in the job description. Consider how you can benefit the company and demonstrate how you would be an asset to their team. Write about how your strengths will be beneficial to the company and how you can support its mission; focus on what you can do for them, not what the internship can do for you. Tell them what you learned from your previous experiences and how you will apply this knowledge. Show that you are eager and willing to learn!

Conclusion (3-5 sentences)

Thank the reader for his/her time. Find a way to reiterate your interest in the position without being repetitive. State that you have attached your resume, if applicable, and welcome the opportunity to meet to further discuss your skills and experiences.

Sincerely, (Include an appropriate salutation)

Your Name

Include any contact information here if you have not included in the heading.