

PETE PANTHER

(123) 456 7890 • panth100@mail.chapman.edu • LinkedIn Profile

Month Day, Year

Employer Name (If possible)

Title (If possible)

Company

Company's Street Address

City, State Zip

Phone Number

E-mail

Dear _____, (Name of person, hiring committee, employer name, company name)

First Paragraph: (Why are you writing?)

Introduce yourself, your academic background including your degree and expected graduation date. State what position you are applying for and how you learned of that position. State why you are interested in this specific position (if there is one). If there isn't a specific position, tell the reader how you learned of the opportunity and what type of work you are looking to do.

Second Paragraph: (What have you already done to prepare you for this work?)

Make direct connections between your past work, volunteer, leadership, and/or academic experiences that have prepared you to excel in the new position you are applying for. Be specific and provide examples (proof) that clearly show you can do what you say. Match your skills to what the employer desires (use the Job Description to figure this out).

Third Paragraph: (Next Steps)

Reiterate your interest in the position. Why do you feel qualified to take on this new role? Tell the reader what it is about the *company* that intrigues you. In other words, why this company specifically? Tie in to the company's values or mission. Thank the reader for their time and consideration and tell them you look forward to hearing from them soon.

Sincerely,

(Leave room for a signature; you want to physically sign your cover letter whenever possible)

Your Name