

## Cover Letter Template

Your Name

(Optional) Your Address Line 1

(Optional) Your Address Line 2

Your Phone

Your Email

Date

Name of Contact Person at Company, Title (if you know it)

Name of Company/Business

Address Line 1 of Company

Address Line 2 of Company

Phone of Company

Email (direct address for contact person, not company's website/main email account)

Dear FULL Name of Contact Person:

Paragraph 1: INTRODUCTION

✓ State the position you are applying for or your objective

✓ Explain how you found the position: Mention the source where you obtained the job posting (Wingate University Handshake, Indeed, etc.) or the name of the person who referred you to the position

Paragraphs 2-3: DETAIL QUALIFICATIONS (could take 2 paragraphs)

✓ Begin with a sentence that summarizes what has prepared you for the position; such as, "My education and experience have prepared me..."

✓ Describe your qualifications filtered through the job description. Discuss a certain experience, project, event, etc. that is not listed in your resume, or if it is, maybe it's just mentioned. Use the terminology "for example...". Write about that experience in detail, story-like form, to show that you have experience/skills that match the description for the job you are applying for. Choose one experience/skill to be the theme of this paragraph, unless the experience could reveal two skills the description asks for and then you could just expand this paragraph to include that information.

\*\*\*Include SAR Method:

- S – Situation –set the scene- what company/business the experience, project, event, etc. was for and the purpose for doing it
- A – Action –what actual steps you took to accomplish that task and that will reveal skills that you have gained/strengthened by doing it
- R – Result – the outcome, use numbers (if you have any)

Paragraph 4: KNOWLEDGE / FIT WITH COMPANY

✓ Show you researched the company by explaining why you are attracted to the position/organization (you could mention something about an organization's mission statement; a certain project/service that they offer that means something to you, etc.)

✓ Explain how you will fit in: State why you will be a excellent team member to support their mission, service, etc.

#### Paragraph 5: REQUEST SOME FORM OF ACTION

✓ Request an action from them- "I look forward to discussing my qualifications further in an interview" or "I look forward to hearing from you soon" (Many companies now want you to contact them. Consider closing the last paragraph with a statement that you will contact them through email or by phone.)

✓ Thank the organization/person for their time and consideration

Sincerely, (sign your name only if you are mailing a hard copy)

Your Name (typed)

#### Helpful Tips

##### **DO**

✓ Use confident action verbs: "I will", "I participated", "I am", AVOID "I believe", "I feel" and using passive voice

✓ Choose 2-3 themes you want your audience to recognize after reading the job description

✓ Use a colon after the "Dear \_\_\_\_\_ :"

✓ Use details, statements that include "For example..."

✓ Keep it to 1 page

##### **DON'T**

✓ Repeat your resume

✓ Indent paragraphs

✓ Use "I" as the beginning of every paragraph or sentence

Sample #1

Ima Student  
Campus Box 0000  
Wingate, NC 28110  
704.233.0000  
imastudent@wingate.edu

May 20, 2008

Mary Milam  
American Red Cross, Union County Chapter  
608 E. Franklin Street Monroe, NC 28112  
704.283.7402

Dear Mary Milam:

I am applying for the Special Events Internship position available at the Union County Chapter. I found this position posted in the Wingate University Career Center.

My education and experience qualify me for this internship in multiple ways. As a Student Coordinator for UCAN (volunteer services student organization) at Wingate, I planned several successful events. For example, I led a group of peers in planning activities to get Wingate students involved with United Way Day of Caring 2008. I recruited thirty volunteers and set a volunteer schedule. I also contacted the Site Director to obtain locations where students would work. I arranged transportation and lunch for 25 students at 3 different sites. The event resulted in providing 3 families with exterior maintenance services and providing a learning experience for my peers.

After researching the Union County Chapter website, I am impressed with the services these events bring to the community. I am confident I will contribute to the teams planning these events. In addition to my organizational skills developed as a leader in a student organization, my experiences on the Wingate University Swimming Team and in the Pep Band have trained me to work effectively in groups.

My event planning experience and teamwork skills qualify me for this internship. I look forward to meeting with you to further discuss this opportunity. Thank you for your time and consideration.

Sincerely,

Ima Student

Sample #2

Lori L. Matthews  
PO Box 159, Wingate, NC 28174  
(704) 233-8035  
Lo.matthews@gmail.com

February 11, 2018

Mr. Andrew Johnson  
Human Resources Manager  
ABC Company  
1234 Raleigh St. Suite 900, Charlotte, NC 28022  
(704) 283-9999  
ajohnson@abccompany.com

Dear Mr. Johnson:

Your company lists a need for an Administrative Assistant on careerbuilder.com and it is an excellent match with my extensive administrative background in the construction industry. I know my skills and prior work history in the construction field make me the best candidate for this position.

My current position at Smith Brick and Mortar involves serving as the right-hand person for the CEO and President. In this position, I do everything from processing invoices to overseeing payroll for over 150 employees and contractors. The experience I have gained at Smith would be invaluable to ABC Company because I know the ins and outs of the construction industry and have the ability to communicate with individuals across all levels. For example, I received a promotion after being with the company for six months because of my demonstrated ability to maintain open lines of communication between the administration and our on-site contractors. In addition, I am a very capable quick learner, and I have developed advanced proficiency in Microsoft Office Suite and QuickBooks.

ABC Company is attractive to me for many reasons; however, the one aspect of your organization that stands out the most to me is your commitment to helping the community. I recently read an article in the Charlotte Observer about the work you do surrounding hunger and homelessness. This cause is very dear to me, as I have done extensive volunteer work with my local community shelter. I want to be part of ABC Company and contribute to the great work you already do in the industry and within the Charlotte community.

Attached is my resume, which further describes my qualifications for this position. I would enjoy the opportunity to discuss with you how my skills and experience meet the needs of ABC Company. I plan to follow up with you in the next few weeks to see if there are questions you have about my credentials. You can also contact me at the phone number and email address listed above.

Thank you in advance for your time and consideration.

Sincerely,

Lori L. Matthews