

### COVER LETTER CHEAT SHEET

When applying for a position, especially among a large number of applicants, you are unlikely to advance to the next level of the selection process if you are not including a cover letter, or if you are using the same cover letter for multiple positions. Other candidates for the job will be sending personalized cover letters — you want to make sure you are giving yourself every possible edge!!

**It is important that your cover letter shows that you have researched the company and carefully read the job description.** Don't do this by writing a summary of the company's mission or work -- they already know what they do. Instead, you want to convey how you are the perfect person for the company and the position. You cannot accomplish this by simply stating that you are the right person for the job or that you are a fast learner and hard worker. *Instead, offer examples of personal experience and/or specific skills that demonstrate your fitness for the role. You must also convey genuine interest in the company and its mission.* In order to effectively accomplish this,

- Read the job description closely
- Read through the company's website (and consider doing a quick Google search for recent news items)

**Be sure that your cover letter is at least as focused on what you will be able to contribute to the company, as it is on what you will gain from the experience.**

Use these six steps to create an effective cover letter:

1. Express your interest in the position and company (1 sentence)
2. State your major, academic year and what university / college you attend (1 sentence)
3. Emphasize how the company's mission is relevant to your career goal(s) / passion(s) - (1-2 sentences); *this shows that you have done your research on the company!*
4. Highlight applicable skills and research / internship / work experience in relevant endeavors (several sentences) - *(If you don't have previous work or internship experience, you may discuss projects you have conducted in class or on your own).* These should relate to the requirements listed in the job description.
5. Summarize why you are a good fit for the position (1-2 sentences)
6. Restate your interest and thank them for their consideration (1 sentence)

Be sure that your cover letter includes a proper salutation and closing:

- *Dear [Name of Hiring Manager],*  
(If you do not know the name of the hiring manager, as is the case with most LifeSci NYC listings, then "Dear Hiring Manager" is fine. Do not write "To Whom It May Concern")
- *Sincerely,*  
*[Your Name]*

### Ready for the next step?

You can confirm your eligibility for our program and create an application through our portal [here](#)! You can also check out our [Resume Cheat Sheet](#) if you're looking for useful tips on writing a successful resume to submit to our partner companies!