COVER LETTER

Suggested Layout

The following is intended as a guide. Cover letters should be unique and original, and tailored for each job.

YOUR NAME

Phone Number | Email | LinkedIn URL

Month Date, Year

Employer or HR Manager's Name

Company Name
Employer Street
Address City, State Zip code

Dear Mr./Ms./Dr. Last Name of Addressee or Hiring Manager:

Opening Paragraph

State the position you are applying for, and how you found out about it, and ask for consideration based on the skills and experiences you have to offer. If you were referred by someone (ie: someone you know at the company, a recruiter you met at a career fair, etc) state that here. Introduce yourself by stating your school, major, year. Make a general statement summarizing what qualifies you most for the job.

2nd Paragraph

In this section, you want to build a direct connection between the company's needs and your background and skills. Stress what you have to offer, and avoid talking about what you want from them. Identify those parts of your experience that will interest THIS employer (refer to the job description if possible). You can draw attention to relevant coursework, special projects, and campus activities if they show a direct relationship to this position. Do not restate what's in your resume, rather expand upon a specific project or accomplishment.

3rd Paragraph – Optional

Convince the employer that you have the personal qualities, passion, and motivation to succeed at this specific company. Relate your interests/passion to what you know about the company. (Convince the employer that you not only have the skills to do well at the job, but a vested interest in the company, industry, and the work itself.)

Closing Paragraph

Restate your interest in this position and how your unique qualifications fit the position. Request an interview, or tell the reader that you will contact him/her soon in order to schedule a mutually convenient time to meet. Thank the reader for his/her time and consideration.

Sincerely,

Your Signature

Type Your Name

COVER LETTER

Basic Sample for Existing Position

Marty Lewis

650-555-5555 | student@berkeley.edu | www.linkedin/in/martylewis

March 21, 2024

Patricia Scott
Director, Human Resources Yahoo!
896 Mission College Blvd. Santa Clara, CA 95003

Dear Ms. Scott:

I am excited to submit my application for the Training Specialist position I saw listed in Handshake. Currently, I am a junior at UC Berkeley, pursuing my BA in Sociology and a Spanish Minor. I am confident that my relevant education, experience, and skills related to this position merit your consideration.

As you can see on my resumé, I will complete my bachelor's degree in Business Administration at UC Berkeley in May 2017. While this degree has provided me with a strong background in many aspects of business, it has also given me the opportunity to demonstrate my abilities through practical experience. As a Training Department Intern with UCSF, I was responsible for a new computer software education program. This project allowed me to develop and refine my training and organizational skills while designing a program to teach basic software applications to users with limited experience working with computers. The success of this program has been so overwhelming that the department has integrated it into its new staff training course.

Through my experiences at UCSF, it became clear to me that training and development is an incredible passion of mine – whether I am facilitating or designing them, I aim to make all training innovative, effective, and fun. Yahoo is known for being one of the best employers to work for in the world, in part because of its innovative, inclusive and welcoming training programs. For this reason, I am particularly excited to be applying for this position in hopes that I may have the opportunity to contribute to such a reputable team in creating and providing top-quality employee training.

Although the enclosed resumé thoroughly outlines my education and experience, I would appreciate the opportunity to demonstrate in an interview my knowledge of employee training and development, initiative, and interpersonal skills. You can contact me at (650)555-5555 to set up an interview. I look forward to hearing from you soon.

Sincerely,

Marty Lewis

Marty Lewis

COVER LETTER

prospecting for a position

If you don't have a contact at the company, you should find another way to form a bond with the reader. Establish that you are interested specifically in this organization and explain why you are targeting them.

Susan T. Davis

650-555-5555 | student@berkeley.edu | www.linkedin/in/susantdavis

March 21, 2024

Mr. Earl Jones
Goodworks Agency
234 E Santa Clara Street
San Jose, CA 94567

Dear Mr. Jones:

I learned about Goodworks in the process of researching nonprofits online. I have been seeking an organization whose mission matches my desire to help low-income clients with practical matters and emotional support and was inspired by Goodworks' range of services and successful track record. I am writing to see whether you would be interested in hiring an intern this summer.

I am a junior at UC Berkeley, pursuing my BA in Sociology and a Spanish Minor, and considering an eventual career in social work or nonprofit management. Since August, I have been conducting HIV test counseling sessions as a volunteer at the Berkeley Free Clinic. It has been rewarding working with people from diverse backgrounds, many of whom are struggling to meet basic life needs and to use my Spanish-speaking skills. I would love to apply and further develop my counseling skills while making a positive contribution at Goodworks.

I will be available to work up to 20 hours a week this coming summer and would welcome the opportunity to meet with you to discuss the possibility of interning with you. I will follow up on this letter in a week to see if we can set up a time. Thank you very much for your attention.

Sincerely,

Susan T. Davis

COVER LETTER

T-letter - a high-impact alternative format

Called a T-letter because the white space looks like an uppercase T.

Freda Jones

650-555-5555 | student@berkeley.edu | www.linkedin/in/fredajones

March 21, 2024

Widget Advisors
9999 University Circle
Menlo Park, CA 94025

Reference: Summer Analyst Intern (#a100009)

Dear Mr. Smith:

Every day as I traveled to school I passed a construction site where a fascinating building started to rise above the fence. It was so interesting I searched the Internet to find out the building's owner. I discovered an equally interesting company–Widget. I have been following Widget's story ever since and so was delighted and excited to see your posting for a Summer Analyst.

Based on my understanding at this stage I believe the following are important:

Quantitative Skills	I discovered I have an aptitude for numerical, analysis, data modeling, and software tools while still in high school. I also discovered a skill at conveying complex concepts so that lay people understand. I have also led team efforts to win prizes in national case-based competitions.
Collaboration	When I started at Berkeley I joined the Widget Appreciation Club when it was defining itself. Everyone had lots of ideas and everyone was championing their own. I listened to the ideas and then facilitated a group session to pull out the best of all the ideas. The result was everyone felt they had contributed to the Club's new direction and membership rose by over 300% the following semester.
Fast Learner	While in high school I helped out at a small local business. They were suffering from unreliable computer systems so, in addition to my regular work, I evaluated their needs and replacement options. I got the owner's go-ahead and learned the new system in a quarter of the time the supplier expected. I was then able to train the staff so the implementation was smooth.

I view an internship as a two-way process. I'm certain I would learn a huge amount from you but I would also want to bring value to Widget Advisors and I look forward to discussing what that value might be.

Sincerely,

Freda Jones

Freda Jones