

Your Name

E-mail Address (professional, one you check often) | Cell Phone

Please remove this text and red, [], the word “optional” and other template indicators from your cover letter before you submit. Ensure all text is Times New Roman font size 12

Date

Dr. Emmett J. Conrad Leadership Program

Conrad Selection Committee

Optional: Company Name

Optional: Street Address

Optional: City, State, Zip Code

Dear Hiring Manager’s Name or Company Name, Human Resources:

[First Paragraph] I am writing to express my interest in the position of [job title] with [name of company]. Elaborate with an additional 2 - 3 sentences about why you are excited to apply to this position, and what you believe you can contribute to the role/company.

[Second Paragraph]: Provide 2 - 3 concrete examples of the strengths that make you a strong fit for fulfilling the responsibilities and tasks the role entails. (You can reference things listed in the job description.) When speaking of your accomplishments, make specific reference to previous work you’ve engaged in, qualities and traits you’ve developed, and measurable outcomes. Do not repeat or list things directly from your resume; instead, use this paragraph to articulate a sort of “preview” or “short story” of who you are, what you’ve done, and how.

[Third Paragraph] Thank you in advance for your time and consideration of my application. Again, given my passion for _____, my proven success with _____, and my previous experience in _____, I am confident that I can help [Name of company] realize its goals for [company purpose/mission] as a(n) [job title]. Highlight that you’ve attached your resume, and offer your willingness and contact information to answer any follow-up questions they may have or meet them for an interview.

Sincerely,

Your Name