

This cover letter template, designed by Institute for Music Leadership at the Eastman School of Music, is meant as a general guide for creating a cover letter.

[Your First and Last Name]

[Phone] • [Email]

[Name of Search Committee Chair]

[Date]

[Organization Name]

[Organization Mailing Address]

Dear [Name of Search Committee Chair OR Supervisor],

Intro Paragraph - Use the introduction to answer three questions. 1) What are you applying for? Be specific and include the job title, organization, and when the position might start. You can also include how you learned about the position; 2) Who are you? If this is for a professional position and not a student worker/internship, represent your professional identity first and THEN state where you are receiving your degree; 3) Why are you a good fit for this position? Outline 3 reasons why you suit the job based on what is important to the employer. These topics will be the themes for your main paragraphs.

Paragraph 1 - Theme #1 - Identify the MOST important experience, knowledge, or skill set the employer is interested in and that you have. Start the paragraph by clearly stating the topic/theme of this paragraph. Then, provide a specific example demonstrating you have this relevant experience, knowledge or skill set. Be sure to include the who, what, when, where, why, and any important outcomes so that it provides more information than the resume. If there is a similarly strong example of this experience or knowledge, you can add an additional one. However, be mindful of the length of the paragraphs. Try to keep each body paragraph balanced at around 10-12 lines.

Paragraph 2 - Theme #2 - Identify the SECOND MOST important experience, knowledge, or skill set the employer is interested in and that you have. Start the paragraph by clearly stating the topic/theme of this paragraph. Then, provide a specific example demonstrating you have the relevant experience, knowledge or skill set. Be sure to include the who, what, when, where, why, and any important outcomes so that it provides more information than the resume. If there is a similarly strong example of this experience or knowledge, you can add an additional one. However, be mindful of the length of the paragraphs. Try to keep each body paragraph balanced at around 10-12 lines.

Paragraph 3 - Theme #3 - Identify the THIRD MOST important experience, knowledge, or skill set the employer is interested in and that you have. Start the paragraph by clearly stating the topic/theme of this paragraph. Then, provide a specific example demonstrating you have the relevant experience, knowledge or skill set. Be sure to include the who, what, when, where, why, and any important outcomes so that it provides more information than the resume. If there is a similarly strong example, you can add an additional one. However, be mindful of the length of the paragraphs. Try to keep each body paragraph balanced at around 10-12 lines.

Conclusion Paragraph - Summarize & Make a Connect - Restate the topic sentence (last sentence of the introduction) as to why you are a good fit. Then, make connections to the organization by acknowledging their specific services, products, mission, clientele, etc. that you are interested in and align with your professional goals or interests. Avoid too many platitudes, but this is a space to demonstrate your interest in them and what they do. Finish the paragraph letting them know you would be willing to provide any additional materials and look forward to learning more about the position in the interview.

Sincerely,

[Signature]

[Name]