

Regina A. May

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Date: Input the date in which you are submitting the application.

Mrs. Smith (if you do not know this person's name, you can contact the company)

Position Title

XYZ Company

Company Address

City, State, Zip

Dear Mrs. Smith
(Preferred)

Dear Hiring Manager
(When you don't have a name)

Dear Search Committee
(When interviewed by a group)

This cover letter should follow a four-paragraph approach. The first paragraph is the **introduction** paragraph. Here you will acknowledge the position and company that you are applying to, mention who you are. This will include your name, your major, your school and your expected graduation date. Then explain your objective/goal for applying. This paragraph will be 3-5 sentences long.

The second paragraph is about **why you are a good fit** for this position, this will be 5-7 sentences long. Identify 2-3 things that the company is looking for and connect them to your skillset. Review your application and identify what the company wants and explain why you would be a positive addition to their company.

The third paragraph talks about **why you want to work at this company/organization**. This will be 5-7 sentences long. This is where you turn your attention to the company. Within this paragraph you want to explain why this place is a good fit for you. Research the employer website. Review their mission statement, values, and work culture. This is when you tell the company what you like about them and why you want to work for them.

The fourth paragraph is the **closing** paragraph, it will be 3-5 sentences long. Here you should thank the company for their time, mention how you look forward to hearing back from them, remind them of your contact information (email/phone), and how you look forward to possibly meeting them in an interview.

Sincerely,

Regina A. May