A cover letter introduces you and your qualifications to prospective employers. Next to your resume, it is the most important document used in a job search.

**Cover letters must:**

- State what position you’re seeking and how you learned about it
- Highlight the skills and experience that make you uniquely qualified
- Explain your interest in the position and the organization

**Cover Letter Template:**

Employer Contact Information

- Name
- Title
- Company
- Mailing Address

Salutation

- Dear Mr/Ms Last Name:

First Paragraph

- State the reason for writing
- Name the specific position you’re applying for
- Indicate how you learned of the position

Middle Paragraph

- Highlight relevant education, experience, and activities
- Connect your abilities with their needs through specific examples
- Present a direct match between your qualifications and the job requirements by using keywords from the position posting

Last Paragraph

- Repeat that you are a strong candidate for the position
- Refer to your attached/enclosed resume
- Indicate your interest in an interview
- Thank the employer for considering you for the position

Closing

- “Respectfully yours” or “Sincerely”

Signature and Your Contact Information

- Handwritten if mailed and typed if emailed
- Your mailing address
- Your email address
- Your phone number