

Month XX, XXXX

Attn: Joe Smith
College Talent Recruiter
ABC Marketing Group
1234 Address St
Chicago, Illinois 60007

Dear Joe Smith,

Your header/contact information section should be the same format as your resume

Do your research to address the cover letter to a person, preferably someone with hiring power. If you absolutely cannot find someone to address the letter to, use Dear Hiring Team, or Dear Hiring Manager,

This first paragraph is usually only a few sentences long. Craft a strong opening line to draw the reader in. You can discuss things such as why you're interested in this specific role, why this company impacts you, etc. If you have spoken to a recruiter or know someone within the company here is an excellent time to name-drop that person, if you have asked for permission. For example, I met Sara Thomas at the Fall Career Fair at the University of Central Missouri. After several conversations over LinkedIn, she encouraged me to apply for this position.

The second paragraph should explain your passion for both the specific job that you are applying for and the industry that you plan to go into. We recommend giving examples and stories of how your passion and experiences have developed. This is a good place to give a detailed description of why you loved a past job, especially one that is related to the position you are applying for. You could also talk about an organization that you have been a part of that has connected you with others interested in what you want to do and give examples of how those experiences have helped to shape and drive you to become who you are. Tell your story!

The third paragraph will be an explanation of how and why you are qualified for the position. Have you done a job similar to it before? Or have you taken classes here at UCM that have taught you specific skills that you can apply to the job? For example, a computer science major may explain a project they completed with a specific programming language. While an education major, could give an example of their preferred classroom management or incentive system and explain how it worked while they were student teaching. This paragraph should show the employer that they should hire you over any other candidate because you have specific qualifications and skills that others may not have.

The last paragraph is very short. You should thank the employer for their time and for reviewing your materials. Then, repeat your contact information. The last sentence is often "Please let me know if you have any questions and I look forward to hearing from you."

Sincerely,

Jenny Fields

Jenny Fields

Insert a digital signature here, or type your name in a cursive font, followed by a typed version of your name in a font that matches the rest of the document

