



## Cover Letter Format

### **Date and Contact Information**

Your Name  
Street Address  
City, State, Zip Code  
Email Address  
Phone Number

Date

Hiring Manager Name  
Company Name  
Street Address  
City, State, Zip Code

**Around 250 words  
One page in length  
Three to four paragraphs**

### **Salutation**

Dear Hiring Manager Name,

### **Opening Paragraph**

- o Indicate the reason you are writing and how you heard about the position.
- o Include attention grabbing, yet professional, information.
  - Example, "I am an experienced faculty member and industry expert with over 10 years of teaching undergraduate and graduate level biology courses in the classroom and online. After finding your position posting on [HigherEdJobs](#), I knew I was the perfect fit for Smith University, which I hope you will agree."
- o Why are you interested? Be genuine. Show your excitement. Compliment them.

### **Middle Paragraph(s)**

#### **Sales Pitch**

- o Mention both you and the employer.
- o Explain your qualifications and highlight with specific examples how your skills, experience or research match what the employer is seeking.
  - "I am an effective fundraiser " does not convey anything to the reader.
  - Instead, "Over the past year, I have increased donations by more than 150% bringing in over \$3 million." Employers love proof that supports what you are saying.
- o You only need to address three skills and how these experiences will be helpful to them.
  - This can be a six-sentence paragraph – a sentence about your qualification and one about how it relates to them. Do this three times.
- o Think about why these experiences make you a good fit for the position and then make a connection to the need and what you have.
- o Incorporate keywords directly from the job description.
- o If needed, explain any gaps in your employment.

### **Closing Paragraph**

#### **Conclusion**

- o Closing paragraph to thank the reader for their consideration and to request an opportunity to meet and discuss the position further.
- o Provide your contact information (phone number/email) so the employer knows the best way to reach you (if not already provided).
- o Another option is to be more proactive and state a follow-up action on your part.
  - Example, "I will contact you within the next several days to set up a time to talk." Make sure you do what you said you were going to do!
- o Reaffirm your interest, passions, and qualifications, but don't make it sound redundant.

### **Close and Signature**

Sincerely,  
Your Name