**Your Name**

Phone | Email | City, State, Zip Code | LinkedIn Short Link (optional)

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Date

Contact Name

Contact Title

Organization

Address

City, State, Zip

Dear First & Last Name:

The **first paragraph** of a cover letter serves as an introduction to help establish the purpose of why you are writing. Start with an engaging sentence or two that states why you are interested in the position/internship or industry. Additionally, state the specific position you are seeking. Draw a connection to the employer and their needs and how your experience, interests or skills can add value to the organization.

In the **body paragraphs,** highlight specific experiences and skills that qualify you for the position. Tailor your qualifications to the job description through using keywords. This is an opportunity to build on your resume bullets by sharing more of the story of how you developed and honed your skills through specific experiences such as through your coursework, internship, work experience, student involvement and more.

In the **conclusion paragraph** restate your interest in the position and the organization. Consider sharing what you look forward to bringing to the role and the organization. Share how to contact you and thank them for their time and consideration in reviewing your application.

Sincerely,

Your Name in Script

Your Name (Typed)

WILLY WILDCAT TIP