

Cover Letter Guidelines

Your Name
Your Phone Number
Your Email Address

You may also use your “resume header” to create a consistent branding for yourself.

Full Date (Month, Date, Year)

Employer’s Name
Employer’s Title
Name of Company/Organization
Street Address
City, State, Zip Code

In the case you do not know the “employer name, title” omit this information.

Dear Mr./Ms./Dr. (Last name of contact):

Or

Dear Hiring Manager/Recruiter (If the last name of the contact is unknown):

First Paragraph

- Indicate why you are writing
 - **Known career/internship opening:** Provide information showing your specific interest in the company/organization. Indicate the name of the position and how you found it (e.g., Loyola University’s internal job board, LinkedIn, company website, etc.)
- Describe why you are interested in *this* specific opportunity as well as *this* company. This is an opportunity for you to show an employer knowledge of his/her company and why this resonates with you. Do not forget to be specific!

Second Paragraph

- Utilize this section to describe **your qualifications for the specific position**
- Identify the desired skills and experiences that the employer seems to find most important
- Highlight specific examples that speak to your skills and/or related experiences that the employer will find most valuable. Focus on job related skills and examples from class projects, previous internships, and accomplishments
This is an opportunity for you to expand on your resume with more details and more information about yourself
- Aim to provide examples where you have improved something or shown innovation/value added to the organization
Ask yourself, “How have I demonstrated success in this role?”
- Examples can be written in either narrative form or using bullet points (do not use more than five bullet points).
Remember, the reader will view your letter as an example of your writing skills

Third Paragraph (Optional Paragraph)

- Provide more examples/experiences that will reinforce your qualifications
- Emphasize your skills, abilities, and personal traits that relate to the position

Fourth Paragraph

- This paragraph focuses on next steps rather than further examples of your qualifications
- Indicate that your application materials are enclosed (e.g., resume, references, transcripts, work examples)
- Thank the reader for his/her time and consideration and supply the preferred means of contact for you
- Request an opportunity to interview and express interest so that you do not come across too confident

Sincerely,

Full Name (typed for email letters or written for handwritten letters)

Note: Keep this to a one page MAXIMUM.

