

## 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***

- Indicate the reason you are writing and how you heard about the position.
- 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."
- Why are you interested? Be genuine. Show your excitement. Compliment them.

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

#### ***Sales Pitch***

- Mention both you and the employer.
- 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.
- 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.
- 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.
- Incorporate keywords directly from the job description.
- If needed, explain any gaps in your employment.

### ***Closing Paragraph***

#### ***Conclusion***

- Closing paragraph to thank the reader for their consideration and to request an opportunity to meet and discuss the position further.
- Provide your contact information (phone number/email) so the employer knows the best way to reach you (if not already provided).
- 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!
- Reaffirm your interest, passions, and qualifications, but don't make it sound redundant.

### ***Close and Signature***

Sincerely,  
Your Name