

4-Paragraph Template

"Connecting Curriculum and Career"

INSTRUCTIONS: You can write a cover letter easily by using some of the following phrases.

1st Paragraph: What position are you applying for? How did you learn about this position? Why should they read your cover letter?

I am applying for the _____ position with (company or department).

I discovered this job through _____. I bring strong _____ (skills/interests) from my experience as _____.

2nd, 3rd Paragraphs: How do your skills and education match this job? What personal qualities do you have? Why do you want to work for this company? How do the company's mission statement or company's values coinciding with your values? Why do you want this position?

From my experience in _____, I would quickly be able to be productive in (pick from the job description some work activities or assignments you will be doing).

During the past years that I have name skills (ex. implemented, researched,) I have developed _____. I am interested in name job activities for your company.

As a _____, I have developed _____ skills. I would be interested in applying these skills in supporting the _____ for your _____ department.

Through my internship (or courses) in _____ I have experience in name the skills you acquired and what you accomplished.

My key areas of experience and technical knowledge are in _____. I have worked with (creating or improving...).

I had a significant role in _____. My successes have been _____. As a _____ (name position), I have a proven track record in _____.

4th Paragraph – Plan of Action: What do you want to do next? Have them call you or will you call them?

PROACTIVE APPROACH:

I will call you the week of June 2 to inquire about the possibility of meeting with you to further discuss my skills and experience. If you have any questions, please call me at (510) 885-5555.

PASSIVE APPROACH:

Please call me at _____ or email me at _____ if you need further information about my experiences or would like to set up an interview.

I look forward to hearing from you.