**Cover Letter Template**

Your Name

Street Address

City, ST ZIP

\*In an email or on-line application you would omit the date and the contact information for you and the addressee. Start with the salutation.

Month Day, Year

Contact Name, Title (if known)

Organization Name

Street Address

City, ST ZIP

Dear Professor/Dr./Ms./Mr. Last Name,

**Opening Paragraph – why you are writing:** State the specific position you are applying for and where you learned about it, although in order to catch the reader’s attention try to open with something other than the words “I am writing to apply for.” If there was not an advertised position, explain why you are writing. Mention if you were referred to the position from someone within the organization. Be sure to highlight if you are being recommended by someone in their department up front. Briefly describe who you are and what makes your field relevant to them.

State why you are applying to this employer – what appeals to you about the institution, company or organization to which you are applying?

**Middle Paragraphs – what qualifications you bring:** Demonstrate how your research, graduate school, and other key experience have prepared you for the job as described in the advertisement. FOCUS ON TRANSFERRABLE SKILLS and GIVE 2-3 KEY EXPERIENCES or ACHIEVEMENTS that highlight your qualifications for the job. Clearly argue why it is logical for you to apply for the position and why it is logical for the hiring committee to consider your application. Indicate what contributions you will make to the organization, department, company, or lab and how you will fit in.

Write to your target audience. The focus of your cover letter will differ depending on your field and whether you are applying for a postdoc, faculty, research, government, non-profit, or industry position.

Close with a summary sentence of your qualifications as they relate to your ability to succeed in the position.

**Concluding Paragraph – next steps:** Cover the logistics. Indicate that your CV or resume, references and supporting documents are included. Provide your phone number and e-mail address for their convenience. Thank them for their time and consideration of your application and that you look forward to discussing your qualifications and the job requirements in more detail.

Sincerely,

*(signature)*

Name (typed)