

Cover Letter Formula – The outline below provides an example of how to structure a cover letter. It is by no means the only format, but it provides a good place to start.

I) Opening Paragraph

- A) Answer the question: Who are you (school, degree, grad year)?
- B) Maybe express interest in the job.
- C) Answer the question: How did you hear about job? And do you have a contact at the firm?
- D) Highlight your 3 skills (1, 2, & 3), which will add value to the employer. Give this some serious thought and try to identify the most important skills for the job. Also, look at the job posting, it will typically tell you the skills required.

II) Evidence for skill 1

- A) Identify a past or current job, class, or activity
- B) Discuss your role, in context to how it exemplifies your skill 1
- C) State the accomplishment of your work (does not have to be “saved the world” quality)

III) Evidence for skill 2 and maybe also 3

- A) Identify a different past or current job, class, or activity
- B) Discuss your role, in context to how it exemplifies your skill 2 and 3
- C) State the accomplishment of your work

IV) Evidence for skill 3 if not provided above

- A) Identify a different past or current job, class, or activity
- B) Discuss your role, in context to how it exemplifies your skill 2 and 3
- C) State the accomplishment of your work

V) Closing Paragraph

- A) Restate skills (1,2, &3)
- B) Answer the question: What do you want to happen next? An interview? Or maybe you will call them to follow up? Be specific
- C) Thank them of their time