

# How to Write a Cover Letter



Remember that all cover letters need to be specifically tailored for each position to which you apply. In addition, they should complement your resume, not just restate it.

On the reverse page, our cover letter template not only shows you how to format a great cover letter, but the text outlines what information you need to include.

After reviewing this template, remember that Our Academic Writing Center staff can help you to develop a killer cover letter for any position!

No appointments necessary, so stop by today!



**FORMATTING:**

- A cover letter should be single spaced, with 1-.75" margins.
- There should be a blank line between paragraphs.
- Use a professional font and black text color.

Serena Bui  
121 18th Avenue, Apt. C  
Seattle, WA 98122

Your name & address

December 5, 2010

Date letter is being sent

Teatro ZinZanni  
Attn: Jack Hendon, Internship Program Manager  
P.O. Box 9570  
Seattle, WA 98109

Employer/job contact's name & address.  
If the job description mentions a specific person to address the application to, make sure to include it here with an "Attn" line, as shown here.

Dear Mr. Hendon:

Use this format for the greeting

In the first paragraph, you should state your reason for writing by stating the title of the position you're applying for and mentioning how you heard of the organization or of the position. If you've already talked to the person to whom you are sending the letter or if you have a connection to the company or organization, include that here. "Connection" here can mean either a connection to the company itself, prior knowledge of one or more employees at the company, or interest in/experience with what the company does.

The middle paragraphs are the place to demonstrate that you're the right person for the job. Do this by honing in on words or ideas used in the job description and/or found in the company's mission statement, motto, and/or work and connecting them to your experience: this shows that you've researched the job and makes your claims that you can do it well plausible. Making smooth links between your experience, this job, and your career goals is a good way to recommend yourself: it shows you understand the job and are prepared for it, and that you'll actually take the job and stick with it if they make you an offer.

Consider formatting your body paragraphs so that each paragraph focuses on one experience or skill you have that suits you for the job. This will help you focus on specific details and skills to keep you from talking vaguely. This can be a particularly useful approach if your experience doesn't qualify you for the job "on paper," but actually does—when you explain it—prepare you for it.

The closing paragraph should restate your interest in the job (repeating the position's exact name). Express your interest in an interview (though not a specific time or day), offer to provide additional material (if appropriate), and state that you will follow up with a phone call or email after 10-14 days.

Sincerely,

Use this format for the closing

Serena Bui

If you're submitting the cover letter in print, put your signature here.  
Either way, repeat your name in print below the signature.