

## WRITING A COVER LETTER

*When you apply for a position, you never send your resume by itself. You always have to include a **COVER LETTER** which should follow these guidelines:*

**KEEP IT SHORT AND SIMPLE, AND FEEL FREE TO USE THE BELOW TEMPLATE IN BLUE!**

Dear Mr./Ms./Dr. :

**PARAGRAPH 1) Introduction:** State the reason for writing. Name the specific position, or type of work for which you are applying. Mention the resource used in finding out about the opening/company (i.e. through your school's Internship Coordinator).

**PARAGRAPH 2) Body:** Explain why you are interested in working for that employer, or in that field of work, and most importantly what your qualifications are (academic background, work experience, personal skills). Point out achievements that relate to the field and why you enjoy that work. Refer the reader to the enclosed resume, application, and/or portfolio.

**PARAGRAPH 3) Closing:** Indicate your desire for an interview or ask for additional information.

Sincerely,  
Your Name  
Phone Number  
Email Address

Adapted from: <http://www.bc.edu/offices/careers/skills/letters/cover.html>

### COVER LETTER TEMPLATE

Dear Mr. ...,

I'm writing to you in regards to an internship (or volunteer) position at **NAME OF ORGANIZATION**. I heard about this opportunity through my school's internship coordinator, Ms. Nicole Kinsey.

I am interested in this line of work because **PROVIDE A REASON (OR REASONS)**. I think that I am a good candidate for the position because **LIST SOME POSITIVE CHARACTERISTICS AND ANY RELATED EXPERIENCE**. I've attached my resume, and as you can see **MENTION SOMETHING ON THE RESUME THAT WOULD MAKE YOU A GOOD CANDIDATE FOR THE POSITION**.

If possible, I would be very interested in setting up a time to meet with you to discuss this opportunity further. I am available **INCLUDE YOUR AVAILABILITY FOR AN INTERVIEW**. I look forward to speaking with you.

Sincerely,  
John Smith  
516-555-5555  
jsmith@gmail.com