



Center for
Academic Advising & Career Planning
The Sage Colleges

COVER LETTER TEMPLATE

Your Address Line 1
Your Address Line 2

Date

[Company Representative]
[Title]
[Company Name]
[Department – if applicable]
[Company Address Line 1]
[Company Address Line 2]

Dear Mr./Mrs/Ms [School Rep's Last Name]:

Opening Paragraph: Create interest in you as a candidate. Explain briefly why you are writing and your specific interest in the employer and in education. Include the name of the person or source (e.g., the ECRC, newspaper, website) who referred you to this contact or company.]

Middle Paragraphs: Briefly, but clearly and in detail, describe your main selling points (or strengths or skills or experience) in a way that highlights or further illustrates what is covered in the resume. **Do not simply re-state the exact information in the resume.** A cover letter's purpose is to enlighten the reader about you and to flesh out the resume so that the reader learns something new or more about you. Be sure to support each of your statements about yourself (i.e. your claims about your strengths, skills, or experience) with specific details or examples.]

Closing Paragraph: Call for action. Let them know your resume is attached. Suggest that you would appreciate an opportunity to interview in the near future. Thank the employer for their consideration of your candidacy for the position.

Sincerely,

Your Signature

Your typed name