

ANATOMY OF A COVER LETTER

Date

Your Street Address

City, State, Zip

Phone number

Mr. or Ms. Employer

Title

Organization

Street Address

City, State, Zip

Dear Mr. or Ms. Employer,

First Paragraph (1-2 sentences): Tell why you are writing. Name the position, field, or general area about which you are asking, as well as how you heard of the opening or organization (i.e., newspaper, website) and be specific.

Second Paragraph (4-6 sentences): Mention one or two qualifications you think would be of greatest interest to the employer, addressing your remarks to his/her point of view. Tell why you are particularly interested in this type of work. If you have had related experience or specialized training, point it out. Expand on a few key points of information stated in your resume.

Third Paragraph (1-2 sentences): Thank the employer for taking the time to consider your application to the position. Close by either making a specific request for an interview, or by letting the employer know you will look forward to hearing from them regarding the status of your application. You can close by again thanking the employer for their consideration.

Sincerely,

Your signature

Type your name



Sample Cover Letter - Internship

FirstName LastName
Street
City, State Zip
cell: 555-555-5555

Date

Name
Job Title
Company
Street
City, State Zip

Dear Ms. LastName,

I am interested in applying for the scientific research summer internship position that was listed through the Name University Career Services Office.

I have had a great deal of laboratory experience in chemistry, biology, and geology, both indoors and in the field. In the lab, I have performed chemical reactions and I am currently using microscopes to observe many specimens. In environmental field studies, I have conducted outdoor labs to assess water chemistry.

Last summer, I worked as conservation assistant at Clumber National Park. I am seeking to complement this outdoor experience with a research internship in order to acquire the background necessary for a future career in scientific research.

I believe that I would be an asset to your program. This internship would provide me with the ideal opportunity to assist at your organization and to expand my research skills.

I will call next week to see if you agree that my qualifications seem to be a match for the position. If so, I hope to schedule an interview at a mutually convenient time. I look forward to speaking with you.

Thank you for your consideration,

Signature

FirstName LastName