

## COVER LETTER: response to an ad for a job or internship

### Return address (your mailing address):

Your Street Address  
City, State Zip Code  
(1 space)

### Date:

Month day, year  
(2 spaces)

### Contact address:

Contact Person's First Name and Last Name  
Title  
Employer's Name  
Employer's Street Address  
City, State Zip Code  
(2 spaces)

Length: 1 page

Spacing: Single-line

Margins: 1"

Font: Times New Roman,  
Arial, Calibri (should  
match what you use on  
your resume)

Font size: 11 pt

### Salutation:

Dear Mr./Mrs./Ms. (last name only) \_\_\_\_\_:  
(1 space)

### Introductory paragraph (typically 2-3 sentences):

**Objective:** to identify why you are writing and to express your interest in a specific position with a specific employer. It is not sufficient to say that you want or need a job or the experience; you have to think hard about why you want to work for the organization. If you have any contacts in the organization that you have spoken to about the position, include that here (make sure that you have his/her permission before doing so). Give an overview of your key qualifications for the position. **Make sure that you balance why you are interested in working with this employer with why they should be interested in having you work for them.** This can't be all just about you, even for an internship.  
(1 space)

### Body paragraph(s) (typically 1 or 2 paragraphs, 3-5 sentences each paragraph):

**Objective:** to provide specific examples and details of experiences that demonstrate how and where you learned or did what is required for the position. Focus on the two or three experiences where you developed or used the hard and soft skills, knowledge, interests, personal characteristics, etc. that match the qualifications outlined in the job description. **Be as specific and concrete as possible,** including results and achievements, when applicable. Don't just restate experiences on your resume, expand on them. **Check the "Tell Your Story Using the STAR Model"** information on our website for ideas on developing your content.  
(1 space)

### Closing paragraph (typically two to three sentences):

**Objective:** to express your appreciation for the reader's time and consideration and to advise of your next step in the process. Indicate your interest in meeting to discuss your interest and qualifications. Include that you will follow up by telephone to ensure that your application was received, but provide your phone number and e-address contact information as well. **Do not add any new information here.**  
(2 spaces)

### Closing:

Sincerely, or Cordially, or Respectfully,  
(3 spaces)

*Signature: Write Your Name (if e-mailed, use electronic signature)*  
Type Your Name