

# COVER LETTER GUIDE



## FIRST AND LAST NAME

Email Address | (Area Code) Phone-Number | Location (City, State Only)  
Optional: LinkedIn Hyperlink | Website/Portfolio Hyperlink | Pronouns

Date, 20XX

Optional:

Contact Name

Contact Title

Company Name

Company Address

Re: Position Title

Dear [Company] Hiring Team [or Contact Name],

The first paragraph should focus on **the position you are applying for and why**. Name the position directly and what excites you about it. Does the company's mission statement resonate with you and why? What from the job description stands out to you? Make it clear in this first paragraph that you are writing this cover letter for THIS SPECIFIC ROLE—there should be at least one sentence here that wouldn't make sense if you replaced the company name. For example "I'm applying to this position because the company mission resonates with me deeply" is not specific enough, as this could be written in a generic cover letter.

The second paragraph should focus on **why you are qualified for the position**. Highlight your relevant skills and past experiences, especially those that have prepared you specifically for this role. Draw attention to key accomplishments and experiences already listed on your resume that you'd like to expand upon. It's essential to demonstrate that you understand the responsibilities of the position you're applying for and can meet its demands—your goal is to help the employer picture you in the role. Use specific examples from your past to SHOW, not just tell, your qualifications. Strong storytelling adds impact and makes your letter more memorable. If you're unsure of what to emphasize, refer to the job description as it typically outlines the exact skills and qualifications the employer is seeking. You're welcome to include an additional paragraph if needed to further elaborate on your strengths.

The last paragraph should be a **summary**, reiterating your enthusiasm for the position, how it fits well with your future goals, what you hope to learn or gain from it, and why you'd be great at it. Think of this as summarizing what you have shared thus far and thanking them for reviewing your application.

Sincerely,

*Signature*

Your Name



# COVER LETTER EXAMPLE



## KING TRITON

kingtriton@ucsd.edu | (619) 555-5555 | San Diego, CA | [LinkedIn](#)

January 1, 20XX

Queen Triton  
Campus Recruiter  
University of California, San Diego  
9500 Gilman Drive, La Jolla, CA

Re: Campus Mascot

Dear [Company] Hiring Team,

*I am excited to submit my resume in consideration for the [position name] role at [company]. Currently a [class year] at the University of California, San Diego, I am studying [major/minor] and... [insert any involvement or other roles you would like to highlight]. I am drawn to this opportunity not only because it aligns with my [industry/area of focus] experiences and career interests, but because I share the company's values of [x and y]. With my skills in... and experience in [include any relevant project/job/extracurricular experience], I believe I could be a great contributor to the work you do at [company].*

*My background in [your educational or professional background] has helped me develop [relevant skills]. In my previous position as a [name position], I engaged with [share a highlight of your experience, what you accomplished or what skill you strengthened]. This experience demonstrated my ability to... For example... [share a story about a project or task you completed and what skills you honed through it]. In addition to my academics and work experience, I bring [name a few skills] through my campus involvements. My time as a [position] has provided me with the opportunity to [mention an accomplishment or skill you've honed]. These experiences have prepared me to... [name something specific about the role you're applying to].*

*I am highly interested in this position as it aligns perfectly with my [briefly reiterate your skills, strengths, or experiences]. I am excited about the opportunity to be on a team that will... With my skills in [name specific skills] and under the guidance of your mentorship, I am confident that I will be successful in this [internship/position/role]. Thank you for your time and consideration. I look forward to hearing from you.*

Sincerely,

*King Triton*

King Triton

