

# COVER LETTER FORMAT

## Header template

Your name  
Your city, state, ZIP code  
Your phone number  
Your email address

Date

Name of recipient  
Title of recipient  
Company name  
Company address

*If you don't have a specific name, you can write "Hiring Manager"*

## Greeting

Use a common business greeting such as "Dear [first and last name]" or "Dear [position title]"

*Avoid "To whom it may concern" - this has found to be less appealing to hiring managers*

## Opening Paragraph

Keep this clear and concise. Include:

- Your intentions of applying
- The specific job title you're applying for and the company
- Where you saw the position or how you learned about the position

*If someone referred you to this position, this would be a good place to mention that*

- A brief explanation summarizing your interest in the role and the company  
*Show that you've done your research - make them "feel special"*
- [Optional] A 1 line summary describing why you'd be a great fit for the position

## Body Paragraphs

This is the time to connect the dots for your reader - share your most relevant experiences and skills with specific details and examples. Be explicit in "proving" to your reader you're a good fit for the position. Tips to consider:

- Including measurable impact
- Draw connection between specific examples of your experience and the job description
- Pay attention to keywords listed in the job description
- Provide pertinent context that someone may not gather from solely looking at your resume
- Communicate transferable skills
- Don't just repeat what's on your resume - they have that already!

Bill Billy  
Richmond, CA 99999  
(111) 222-3333  
Email@email.com

September 30, 2024

Katie Kate  
Company Company  
111 A Street, Suite 222  
San Francisco, CA 94109

Dear Katie Kate,  
I would greatly appreciate consideration for the Intern Manager & Program Coordinator position at Company Company. I learned about this opportunity after receiving a message from you through LinkedIn on September 23rd regarding this position. After reviewing the job posting and doing more research on Company Company, it is clear what an amazing opportunity this position presents. As someone passionate about empowering individuals through education, specifically those underrepresented or marginalized, the services provided by your organization and its mission deeply resonates with me.

As showcased on my resume, I have relevant experience and a plethora of transferable skills that address what you are looking for in a candidate for this position. It is to my excitement that much of the "Internship Program Coordination" and "Job/Internship Placement Career Counseling" sections of the job description directly relate to experiences gained during my time at 123 Organization. Also, given the nature of nonprofits, all my past professional experiences required me to work with volunteers, perform outreach efforts, manage relationships, as well as serve as a liaison between various parties. I have also developed my event planning skills through my time at 123 Organization as well as the 456 Association, including serving as lead for several events.

I have well developed interpersonal skills and am extremely detail oriented and organized. I pride myself in assessing, assessing, and improving processes and systems and creating resources to address specific needs observed. I am highly proactive and always operate with a "can-do" attitude, which I believe contributes to my teamwork and leadership abilities that I have been developing as long ago as third grade, when I started playing basketball.

Though I do not have experience in the music industry, the core of Company Company is something I am passionate about. I hope to emulate something that was shared in the "Why Sound Matters" video linked in the job description; that you don't need to be 200% sure before taking a chance, rather, "just jump in." I'm excited to learn more about the position, I'm eager to face the challenges the position may present, and I'm ready to "just jump in." I believe I can serve as an asset to your team, and I hope to share more of my relevant experiences with you. I welcome you to contact me via email (email@email.com) or by phone at (111) 222-3333. Thank you for your time and consideration and for your great work.

Sincerely,  
Kathlyn Endo

## Closing & Sign-off Paragraph

The closing should focus on tying everything together.

- Summarize specific anecdotes that showcase your a good fit for the position, and that the company is a good fit for you!
- Summarize why you're applying or excited for the opportunity
- Include a professional signoff:
  - Thank them for their time and consideration
  - You're looking forward to the employer's response
  - How they can contact you
  - Signature (e.g. "Sincerely")