# Cover Letter Template

Your Name

Street Address

City, State Zip Code

Note:

In an e-mail message, omit both the addressee's and your contact information, as well as the date. Simply start with the salutation.

Month Day, Year

Contact Name

Title (if known)

Organization Name

Street Address

City, State Zip Code

Dear Dr./Ms./Mr. Last Name: (use Dear Hiring Manager/Search Committee/Hiring Committee: if you are unsure who to address it to)

**Opening paragraph**: Clearly state why you are writing. Indicate the position title and where you saw it advertised. If you were referred to the position from someone within the institution, or by someone the addressee knows, mention that as well.

**Middle paragraph(s)**: You should have several paragraphs that elaborate on how your research and other experiences in graduate school have prepared you for the job as it is described. This could also describe previous work experience. Disciplines differ on the length and level of detail required for cover letters, so be sure to get feedback from people in your department or in the industry. Junior faculty members or recent alumnae who have recently been on the market themselves are often the best people to ask.

Think about how your interest in both the job and the organization developed-in order to stand out from the potentially long list of applicants, you will need to make a coherent argument for why it was a logical decision on your part to apply for the position, and why it would be a logical decision on their part to hire you. What kind of contribution will you make to their existing department or company? How will you fit in? Make sure you are writing for your target audience. For instance, for a liberal arts college you may use more space addressing your teaching experience than you would for a large research university. For a school outside a major metropolitan area, you may also want to indicate why you are interested in living in that part of the country. For an industry position, convince the reader that you'll be able to hit the ground running and will bring a strong and relevant background and research interests.

**Closing paragraph**: Indicate that your CV/resume and other supporting documentation is enclosed. Express interest in speaking with the addressee further in a personal interview. Thank them for their time and consideration of your application.

Sincerely,

<signature> (this needs to be here, even if you submit electronically)

Your Name (typed)

**Make sure the font and formatting match the rest of your job materials. This helps develop a brand and shows attention to detail!**

