

Anatomy of a Cover Letter

NAME

Address | Phone number | email

Include the same heading you have on your resume with name and contact information.

Month, Day, Year

Include the current date and the employer address

Employer Name

Street Address

City, State, Zip Code

Ideally, you'll address a specific person, e.g., "Dear Mr./Ms. Last Name" or "Dear First Name Last Name." Use a general greeting like "Dear Hiring Manager/Team" if you're unable to address your letter to a specific person.

Dear Hiring Team:

Introductory Paragraph:

Provide a brief introduction that includes the title of the position and a broad statement about your interest in the role. Your introductory paragraph should introduce the employer to why you are a good fit and the skill set that best qualifies you for the job. This is also where you can mention where you learned about the opportunity.

It is with excitement that I submit my application for the Summer Intern position with the Women's Foundation of Baltimore. I am a sophomore at Notre Dame of Maryland University (NDMU) majoring in Political Science. I have a strong passion for making a difference in the lives of others, and am eager for the opportunity to develop my leadership skills while strengthening the economic well-being of Baltimore's women and their families. I would welcome the chance to create meaningful impact in the community and apply my recent experiences in event planning and fundraising.

Body Paragraph 1—

Qualifications: Use active language to demonstrate the two or three top skills, qualifications, or qualities that the employer is seeking for this position. Share your related experiences and explain their relevance to the position. Use specifics about the skills you've gained. Do not copy and paste from your resume. This paragraph provides you with an opportunity to tell a new and more in-depth story, beyond what the employer reads on your resume.

As an Intern at Rosie's Place, I gained insight into one of the most difficult challenges that our country's homeless families face — employment. I developed a proposal and successfully planned and coordinated the logistics for the first ever job fair. Through my innovative outreach efforts, I recruited 50 companies to come on-site to interview and hire our clients. I learned about the needs of this population and collaborated with stakeholders to come up with creative solutions to impact their lives. While interning at the nonprofit, I also gained insight into its political arm and welcome the opportunity to learn more about policy advocacy and grantmaking. Through my experience with the NDMU's Alumnae Association, I have developed my persuasive communication skills to fundraise for two annual phonathons. During the most recent phonathon, I doubled the amount of calls I made and raised 50% more money. I am eager to learn how I can continue to develop these communication skills and apply them in an advocacy setting.

Body Paragraph 2—

Defining your interest and fit: Communicate your interest and enthusiasm for the position and the organization. Discuss why *you specifically* want to work for this employer and why this organization and/or role would be uniquely suited for you. How do your interests, passions, or the skills you want to develop relate to this opportunity?

I am drawn to your commitment to building a more just and equitable Baltimore through cultivating strong leadership among women in the community. I want to be involved in the work that the Women's Foundation of Baltimore is doing to train local leaders to pass new laws that impact economic prosperity. My resourcefulness, collaborative spirit, and strong sense of civic duty make me an excellent fit for this Summer Intern position.

Thank you for your consideration of my application, and I look forward to further discussing my interests and qualifications with you. I can be reached at (987) 654-3210 or by email at ssecondy@email.com at your convenience.

Sincerely,
Alex Example

Final Paragraph: This is a brief conclusion where you can reiterate your excitement about applying. If it is an enterprising job, tell them you will follow up in a few days. Conclude with a thank you and your contact info.