How to Write a Cover Letter

**Include a salutation.** There are a number of different kinds to choose from, and the greeting you choose will depend on how much information you have about the company.

- If you know the name of the hiring manager, your salutation should be something like "Dear [insert name]" followed by either a comma or a colon. Make sure to address the manager formally using their proper title (Mr., Ms., Dr., etc.).
- If you don't know the name of the hiring manager, consider addressing your letter "Dear Hiring Manager," "Dear Recruiting Team," or "Dear [insert company name] Team."
- As a last resort, address the letter "To whom it may concern," though we recommend avoiding this salutation, as it could come across as a template letter.

**Write the first paragraph of your letter.** This is where you will mention the job for which you're applying and how you found the job listing. It only needs to be 1 to 2 sentences in length.

**Write the body paragraphs of your letter.** Most cover letters will only have 1 or 2 body paragraphs. You don't want to overwhelm the hiring manager or use up a great deal of his or her time. Try to answer the following questions in your body paragraphs:

- Why am I a qualified candidate for this position?
- What work experience do I have that fits the job requirements in the company's listing?
- Why do I want to work for this company specifically?

**Write the final paragraph of your letter.** This will be where you wrap up and discuss how you will proceed with the application. Consider including the following:

- Reiterate in one sentence why you feel you're a perfect fit for the position.
- Say that you look forward to interviewing for the position and discussing your qualifications further.
- Provide your contact information. Include your email address and your phone number so the hiring manager can get in touch with you.
- Mention that your resume or references are attached (if applicable).
- Thank the person for their time.