

Have this header match your resume

Colorado C. College

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Date

Their Name

Title

*If you can't find who to address the letter to you can address it to the hiring team, hiring manager, specific company, or department.

Dear First & Last Name,

1st Paragraph:

In this paragraph, you will identify the position you are applying for and express your enthusiasm. Include why you are excited about this opportunity, the company, and how it aligns with your career goals. In this area, you can demonstrate that you've researched the company by mentioning something you connect with such as its mission statement and values. You will want to close out this paragraph by summarizing your strongest qualifications for the position. *The first paragraph should be 3+ sentences.*

2nd Paragraph:

Discuss your relevant experience highlighting specific qualifications and skills that make you the best candidate. To do this, provide specific examples from your experiences - evidence of your related work, extracurricular, and academic experiences, along with accomplishments and indicate how these experiences have prepared you for this position. Additionally, you can use this space to convince the employer that you have the personal qualities needed to succeed in the role. *The 2nd paragraph should be 5-10 sentences.*

3rd Paragraph:

If you feel like one paragraph is not enough space to highlight your *relevant* experiences, skills, and qualifications you can write a 3rd paragraph. However, remember you only have one page so you will need to make choices about what pieces of information are the most important to include. *The 3rd paragraph should be 3-8 sentences.*

4th Paragraph:

Use this paragraph to thank the employer for their time and consideration. You can also use this space to summarize your qualifications for the role and express an interest in continuing to the next stage in the hiring process. *The 4th paragraph should be 3-5 sentences.*

Sincerely,

Your name

*Your entire cover letter including heading should fit on to 1 page. Use your name 10-12 pt. font and set margins to 0.5-1".

Remember: this is just a starting point for you! Please visit the Career Center for assistance with industry specific cover letters or personalized edits.