

## COVER LETTER TEMPLATE

Use the same heading as your resume at the top of your resume to show consistency. Should include your name, address (city, state at the least), phone number and email address.

Date

Contact Name [Mr./Ms.]

Title, Department

Employer Name

Address

City, State, Zip

Dear [Name – Mr./Ms. And Last Name or Hiring Committee or Hiring Manager if you absolutely cannot find a name]:

**1st Paragraph:** Explain why you are writing; you would like to be considered for a position with \_\_\_ [specify employer by name]. If responding to a job/internship posting, mention where you saw the posting. If following up on the suggestion of a contact person (e.g., an employee or professor), mention the person by name. Finally, indicate that you are a Rutgers Bloustein graduate student concentrating in \_\_\_\_\_ and graduating in \_\_\_\_\_.

**2nd Paragraph:** Highlight one or two key qualifications from your resume that you think will be of the greatest interest to the employer. Use the job description and research the employer to decide which of these qualifications would be best to highlight. Explain why you are particularly interested in this employer, location or type of work [you may decide instead to indicate why this employer in the first paragraph]. If you have related experience or specialized training or skills/strengths, be sure to point it out.

**3rd Paragraph:** Restate your interest in the position and that/why you would be a good fit for their team. Indicate that your resume is attached. Close by asking for an opportunity to set up an interview. Tell the employer how they can get in touch with you. Thank the employer for his/her time and consideration.

Sincerely,  
(Signature)  
Type your Name