



COVER LETTER

[Date – i.e. October 8, 20XX]

[Recruiter/Hiring Manager Name]

[Company]

[Street Address]

[City, State Zip]

Dear [Recruiter/Hiring Manager Name]:

I am excited to apply for the [Position Title] position at [Company] that I heard about through [SOURCE].

[Body Paragraph 1 – I LOVE YOU]

2-3 sentences - Why you LOVE them - let them know you've done your homework on the company and the job and why you are excited by it. Remember you are selling them.

[Body Paragraph 2 – YOU LOVE ME]

What you can do for them. Pick 3 or 4 of the top responsibilities from the job description and tell them what you will do for them and why you believe you can do it based on your experience. Keep it brief.

[Closing – LET'S CONNECT]

Thank you in advance for considering my application. I welcome the opportunity to further discuss my qualifications with you. Please feel free to contact me at [Your Phone Number]. In the meantime, please let me know if there is additional information I can provide. I look forward to hearing from you.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]

COVER LETTER EXAMPLE

Alli Gator

San Francisco, CA 94123 | (415) 555-XXXX | agator@sfsu.edu | www.linkedin.com/in/agator

July 20, 20XX

Ms. Alex Richards

Goodwin Simon Strategic Research

100 Grant Ave., Floor 14

Oakland, CA 94577

Dear Ms. Richards:

I am excited to apply for the Research Intern position at Goodwin Simon Strategic Research that I found listed on Handshake.

[Intro – I LOVE YOU] GSSR's unique approach to using the latest social science and neuroaffective research is groundbreaking and exciting. Since being a small child, I have been interested in learning more about the connection between human emotions and how they affect the decisions we make. I am particularly drawn to your projects that involve researching and understanding underrepresented communities. Your idealism and vision for making the world a better place is inspiring, and it would be an honor to join your team.

[Body Paragraph – YOU LOVE ME] I am currently a Junior at San Francisco State University majoring in Statistics and minoring in Psychology. Through my classwork and my research assistant position at SFSU, I have acquired hands-on experience along with the necessary skills to perform important tasks within research. This includes researching relevant topics, developing and designing surveys and analyzing survey data to answer specific research questions. I have extensive knowledge in many statistical software programs and am able to apply advanced statistical methods when analyzing large data sets. I also enjoy interpreting qualitative data and identifying recurring themes throughout survey responses. I am particularly strong in telling a story with the data, conveying results in an easy-to-understand language that non-statistical people can understand. This is reflected in the reports I create and the PowerPoint presentations I deliver. Because of these qualifications, I believe I would be an excellent fit for your team.

[LET'S CONNECT] Thank you in advance for considering my application. I welcome the opportunity to further discuss my qualifications with you. Please feel free to contact me at 415-555-XXXX. In the meantime, please let me know if there is any additional information I can provide. I look forward to hearing from you.

Sincerely,

Alli Gator

415-555-XXXX | agator@sfsu.edu