4-Paragraph Template

You can write a cover letter easily by using some of the following phrases.

1st paragraph: What position are you applying for?
How did you learn about this position?

I am applying for the ____________position within your company (or ____ department.)
I discovered this job through ________. I believe my qualifications will be of interest to you.

2nd, 3rd paragraphs: How do your skills and education match this job?
What personal qualities do you have?
Why do you want to work for this company?
How do the company’s mission statement or company’s values coinciding with your values?
Why do you want this position?

Based on my ___ years experience in ______, I would enjoy pick from the job description some work activities or assignments you will be doing.

During the past ___ years that I have name skills (ex. Implemented, researched,) I have developed _______. I am interested in name job activities for your company.

Having worked in the _________ industry, it has given me _____ skills. I would be interested in applying these skills in developing the _____ for your ______ department.

My internship (or courses) in ______ has given me experience in name the skills you acquired.

Your company’s mission of ______ is congruent with my own personal values. I value __________.

My key areas of________ experience and technical knowledge are in______. I have worked with ______.

I had a significant role in ______. My successes have been______.

As a name the position, I have a proven track record in ______.

4th paragraph: Plan of Action- What do you want to do next?
Have them call you or do you wish to call them?

I will call you the week of June 2 to inquire about the possibility of meeting with you to further discuss my skills and experience. If you have any questions, please call me at (510) 885-3621. (Proactive approach)

Please call me at ____ or email me at____ if you need further information about my experiences or would like to set up an interview. (Passive approach)

I look forward to hearing from you.