**YOUR NAME**

email@berkeley.edu | (555) 555-5555 | linkedin.com/in/YOURLINK | Berkeley, CA

Today’s Date

Name of Recruiter (if known)

Position Title of Recruiter (i.e. University Recruiting Lead)

Name of Company

Address of Company

Reference: Position title you are applying for

Mr./Ms. Recruiter’s Last Name (or Company Name Recruiting Team):

(Opening Paragraph) In the first sentence, write the name of the position you are applying for. In the next sentence, explain why you are interested in working in the company (be very specific!). If you were referred by someone, state their name and what you learned from them about the company (i.e. someone you know at the company or a recruiter you met at an LBSA workshop or career fair). In the final sentences, write why they should choose you for the position (be very specific!).

(Body Paragraph Opening) Based on my understanding at this stage, I believe the following make me a strong applicant for this position:

Skill/Trait #1 Example of when you demonstrated this skill or trait (describe the situation, action, result, accomplishment). Write at least 2 sentences.

Skill/Trait #2 Example of when you demonstrated this skill or trait (describe the situation, action, result, accomplishment). Write at least 2 sentences.

Skill/Trait #3 Example of when you demonstrated this skill or trait (describe the situation, action, result, accomplishment). Write at least 2 sentences.

(Closing Paragraph) Restate your interest in this position and how your unique qualifications make you a strong candidate for this position. Request an interview and thank the recruiter for their time and consideration.

Sincerely,

Your signature

Type your name

**Important to Note:**

* There are multiple versions of cover letters, many recruiters like this “T-Letter Style” version because it is easier to read than blocks of paragraphs
* Each skill/trait should be a keyword found in the position’s job description (this can increase your chance of getting an interview)
* DO NOT make the cover letter longer than three-fourths of a page
* The secret to a great cover letter is being as specific as possible (What attracts you about this company? Why do your skills make you the best candidate?)