

# The Cover Letter

## PERSONALIZE YOUR LETTER

Tailor each letter  
to the position:  
use words from  
the job  
description

Highlight your  
background  
that is relevant  
to the position of  
interest



*Studies indicate the cover letter has a life expectancy of only 8 seconds, make it count!*

## DO YOUR RESEARCH

Research the  
company and  
understand the  
organization's  
mission & values

Draw a parallel  
between the  
organization and  
your skills



*Be personable, enthusiastic and highlight your abilities!*

## SELL YOURSELF

DO NOT simply  
repeat what is  
on your resume

Emphasize  
special  
achievements  
& specific skills



*Your cover letter is the first impression you offer, INSPIRE employers to read your resume!*

## DON'T FORGET!

PROOFREAD!  
No spelling,  
typographical, or  
grammatical  
errors

Print on high  
quality paper:  
CAREER SERVICES  
PROVIDES FREE  
PAPER!



Put heading in Header  
allows you to move it as  
needed

# Will Succeed

Name: larger font & bold  
Remaining document: 11-12 pt. font

(716) 123-4567 • will.succeed@daemen.edu

Date of Letter

Employer's Name & Title  
Company Name  
Company Street Address  
City, State, Zip

Use colon  
instead of a  
comma

If there is a posting  
number, insert here to  
reference position

Dear Mr. /Ms. /Dr. Last name:

Posting #: \_\_\_\_\_

I am submitting this cover letter in the hopes of joining your team as a State Senate Intern for the coming semester. I found the position posted on College Central Network. I am confident that my education and relevant experience will be an asset to the team.

I am interested in an internship with your campaign because I want to learn more about progressive politics, communication and policy. I personally admire the work you have completed in Western New York and I am intrigued by the opportunity to be part of your movement. I find that my personal views and skill set align with what you are looking for in an intern and I am excited to contribute in this role.

In my most recent internship, I worked with the Curator's Office at the United States Courthouse where I gained insight on courthouse operations and assisted the staff with various tasks. This position helped me to develop strong writing and organizational skills in addition to refining my legal research skills. In the prospective internship, I would utilize what I have learned in the classroom and in my previous internship to be an asset to your campaign.

I would appreciate the opportunity to meet and discuss this position further. Please do not hesitate to contact me at 716.839.8334 or yname@daemen.edu. Thank you in advance for your time and consideration.

Sincerely,

*Will Succeed*

Will Succeed

Enclosure

If you are sending,  
emailing or posting  
your CL, use a legible  
cursive font to sign and  
print below

If a resume or  
other enclosure is  
used, note in CL

## Opening Paragraph:

- Refer to the available position
- Mention how you heard of the opening
- Add tag line to grab reader's attention

## Middle Paragraph:

- Explain your interests in the organization
- Stress related education, experience, skills
- Avoid repeating content your resume

## Closing Paragraph:

- Express interest in further communication
- Thank reader for their consideration
- Provide contact information