

Sample C. Letter

123 Sample of cover letter structure, Denver CO, 80210 ▪ 111.222.3333 ▪ sc@gmail.com

Month Date, Year

Person to whom you are addressing letter

Company Name

Street Address

City, State Zip

Re: Position for which you are applying

Dear Hiring Manager (Or name if you have it),

Get right to the point...state the position for which you are applying. Tie yourself to the organization in some way: Did you use their database/website for a research project? Do you know someone at the organization? Have you worked in that country? Does their area of focus match what you are studying at Korb? Highlight why you want to work for their organization. Write a topic sentence that includes 2-3 skills that relates to the job description and that you want to highlight.

This is your first supporting paragraph. State a skill or set of skills you have that the job description stated was necessary. This skill can also be highlighted at the end of the paragraph to be used as a transition. Use the STAR method (Situation, Task, Action, Results) to give an example that demonstrates these skills. Make sure you are demonstrating rather than simply stating that you have skills, and make sure this looks different than your resume.

This is your second supporting paragraph. State a skill or set of skills you have that the job description stated was necessary. This skill can also be highlighted at the end of the paragraph to be used as a transition. Use the STAR method (Situation, Task, Action, Results) to give an example that demonstrates these skills. Make sure you are demonstrating rather than simply stating that you have skills, and make sure this looks different than your resume.

You may have a third supporting paragraph depending on how many skills you are trying to highlight. Remember that everything you include in your cover letter should tie back to what the job description highlights and the culture of the organization.

The final paragraph is your closing paragraph. Use this time to answer any specific questions about salary, start dates, etc if requested by the employer. Restate your excitement for the organization and the position, and reiterate what you will bring to the position. Close by thanking them for the opportunity, and requesting action or offering to follow up with them; you may want to rewrite your phone number or email here.

Sincerely/Regards/Best (choose one),

Your Name