

Cover Letter Format

Your street address
City, state and zip code
Phone number
Email address

Date

Hiring manager's name (if known)
Hiring manager's title (e.g., Human Resources Coordinator)
Name of organization
Street address of organization
City, state and zip code

Salutation

- If you have a specific contact, you can address the contact using an honorific ("Dear Ms. Smith,") or their first and last name ("Dear Jane Smith,")
- You can also simply write "Dear hiring manager,"

First Paragraph

- Briefly introduce yourself: mention that you are a University of Chicago student, give your year in school, and include your major if applicable
- Specify which position you are applying to
- Briefly summarize your relevant qualifications and experiences
- If you know someone at the organization, mention that person's name ("Mark Smith recommended that I apply for this position")
- Do not start with "My name is..."
- Avoid overconfident language like "I am the ideal candidate"

Body Paragraphs (Usually 2-3 Paragraphs)

- Describe your skills and qualifications: you can mention relevant jobs, courses, volunteer opportunities, etc.
- Structure each paragraph around a skill mentioned in the job description
 - Example, if research skills are an important part of the job description, dedicate a paragraph to your research experiences
- Show, don't tell: cite specific examples to show your qualifications
 - Ineffective: "I am skilled at time management"
 - Effective: "I managed five large-scale events and scheduled regular check-ins with our 25 event volunteers, all while balancing a full-time courseload"
- Keep it brief: one or two examples of each skill works great

Final Paragraph

- Reiterate your interest in the position
- Thank the reader
- End with a professional signoff like "Sincerely,"