

Insert your resume header at the top of your cover letter for consistency and branding across your professional documents. Spacing and font should also be used consistently in both your resume and cover letter.

Month Day, Year

First Name Last Name (Recruiter or Hiring Manager)

Title

Company Name

Company Address

City, State Zip Code

2 spaces

Dear First AND Last Name:

(Research to identify the recruiter or hiring manager's first and last name. If no information is available, address to Dear Hiring Manager. First name alone is too casual)

Introduction:

1 space

- Indicate what specific position you are applying for and how you found the posting (include referral when appropriate)
- Describe why you are interested in the position and/or company
- Write a thesis statement including 2 skills/strengths that are related to the position description qualifications and requirements

Body Paragraph 2/3:

- Provide 1-2 concrete examples of how and where you applied each strength/skill listed in the thesis. (Can be from student orgs, classes, jobs, volunteering, etc.)
- Write a concluding sentence that connects the skills back to the position description or company

Conclusion Paragraph:

- Indicate that your resume is attached
- Restate your interest in the opportunity
- Thank the reader for their time and consideration

Sincerely,

2 - 4 spaces to
insert signature

Your Name

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CAREER &
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