Company Name [of the job to which you are applying]

Company Contact Person [if you have one]

Address

City, ST Zip

Month #, 2024

Dear [Contact Name] OR Dear Hiring Manager [If you don’t have a name],

With experience in [choose the 2 – 3 things you want to emphasize based on the jobs you will be applying to. This should mirror your resume objective], I am very interested in the [position title] position within [name of company]. Being passionate about [speak to why/how you are passionate about the company, the industry, and/or the function], I am excited to [something right from the job posting starting with an action verb].

In my role as [your current or last position] at [your current or last employer’s name], I [describe a couple of the accomplishments from your resume, but make sure they directly relate to the job posting requirements]. I [give specific example of a project you worked on that directly relates to the job posting requirements] which has resulted in [mention how successful this project was]. [If possible, mention at least one more specific example from current or previous employment that directly relates to the job you’re applying for, using the above style]. I see all of these experiences translating seamlessly to the [job title of what you are applying to] role in performing [something right from the job posting starting with an action verb] at [name of company].

*If you have an MBA or other degree to leverage:*

My STEM designated MBA program curriculum was focused on [list a few topics that directly relate to the job posting requirements] which will be instrumental in [something from the job posting]. During which time I worked closely with classmates on [give some names of project(s) you’ve worked on in your program that are directly relevant to the job posting] projects. These projects involved [specifically describe the project(s) and how it helped you grow and how this relates to what the job posting is asking for] [You can use some variation of the next 2 lines if they are true to your experience in the program]: This educational experience transcended traditional academia to include working directly with actual businesses. Or: My academic experience honed my ability to … [something related to the posting] Or *(if you have nothing specific)*: My academic experience honed my ability to address vaguely defined business issues with the goal of developing clearly defined suggestions to attain actionable results.

I am certain that my past experience in [reiterate from the opening paragraph] is in direct alignment with what you are seeking in a candidate. I look forward to discussing how my qualifications can best be utilized at [name of company]. Please feel free to call me at [your phone number], or e-mail me at [your email].

Thank you for your time and consideration.

Respectfully,

Your Name

**[When finished, it should be no more than one page]**

**Delivery PRO-TIPS & examples:**

1. Don’t start cover letter paragraphs with “I” - you will see the alternate ways in the template.
2. Don’t use *“I believe”* or “*This experience has provided me…*” type of language. Instead use *“matter of fact”* statements and detail how you used those actual skills.

No: *“I believe that my academic background, business knowledge and industry experiences have provided me with the credentials needed to thrive as an Associate.*”

Yes: *“My industry experience, academic background, and business knowledge make me well equipped to thrive as an Associate at ABC Company.”*

No: *“My background in generating innovative ideas and strategies to improve processes has provided me with a deeper understanding of multifaceted problems that companies encounter in their daily operations.”*

Yes: *“My background includes generating innovative ideas and strategies to significantly improve processes, made possible by my deep understanding of the multifaceted problems that companies encounter in their daily operations.”*

1. Small item: Even though we use ampersands on resumes, we spell these out on cover letters since it serves as a business writing sample as well (resumes are more of a ‘marketing piece’).