

Cover Letter Template & Sample

Header exactly as it appears on your resume

Month Day, Year

Name of Recruiter, Title

Organization Name

Organization Address

Dear Recruiter Name/Hiring Manager Title/Hiring Committee:

1st Paragraph) Making the Match

- Why are you writing/what position are you applying for?
- How did you get the employer's name?
- Where did you find the job listing?
- Who referred you?
- What is your interest in this position?

2nd Paragraph) Making the Case

- Why are you qualified for the position you're applying for?
- What have you done that applies to this position?
- Why should they look at your resume?

3rd Paragraph) Making the Case Stronger

- Why you are further interested in this position or motivated to apply for this position?
- Why do you want to work there?
- What is special about you that should be considered for this position?
- What fit is there between your experience and this job?

4th Paragraph) Making the Close

- Restate your interest in the opportunity and thank the employer for their time and consideration.

Sincerely,

Your First and Last Name

Hunter Hawk

See *Cover Letter Tips* Handout

Houston, TX | hhawk@uhcl.edu | 281-283-2590

October 31, 2019

Ms. Sally Forest
XYZ Non-Profit
2700 Bay Area Blvd.
Houston, TX 77058

Dear Ms. Forest:

I am applying for your position of legal advocate intern, which was advertised through Jobs4Hawks at University of Houston – Clear Lake (UHCL). I am currently pursuing my Bachelor of Science in Psychology with an expected graduation date of December 2019. I am interested in contributing to my local community through the work of non-profit organizations while developing my advocacy skills.

In my position as a student worker for the Student Life Office at UHCL, I routinely greeted students, routed incoming calls and managed concerns of all individuals who came into the office. In addition to these duties, I was tasked with managing the office database, which required me to regularly update student information and generate relevant reports. Concurrently, I also assisted in developing the annual university welcome back event by creating flyers, updating social media, and promoting the event to student organizations. Additionally, in my Current Topics in Urban Society course, I gained experience in program evaluation as the team lead on a group project. The project culminated in a full analysis and evaluation of a local non-profit agency. I am eager to continue developing and applying these skills at XYZ Non-Profit.

In addition to possessing the required skill set, I spent 6 months volunteering at a local non-profit organization. There, I learned how valuable community services are to people. This was such a positive experience for me that I would like to continue this work. I hope to be able to co-create outreach seminars that support your mission and goals in order to increase awareness of the resources available through XYZ Non-Profit. Recently, I attended a community presentation highlighting your organization's outstanding work in the city. Upon further research, I discovered that the Houston Community Weekly rated your organization as one of the top ten places to work. I want to be involved in the work XYZ Non-Profit is doing to provide resources to families in need and continuing prevention education.

Thank you for your consideration of my application. I look forward to speaking with you about the legal advocate intern position. Should you have any questions, feel free to contact me at (281) 283-2590 or hhawk@uhcl.edu.

Sincerely,

Hunter Hawk