

COVER LETTER GUIDE

LEE BUSINESS SCHOOL

CAREER & PROFESSIONAL DEVELOPMENT

LEECAREERS@UNLV.EDU

Street Address City, State, Zip Email mobile number Personal LinkedIn URL

Today's Date

Employer Contact Name
Employer Title
Employer Company Name
Employer Street Address
City, State, Zip

Dear Employer Contact Name or Dear Hiring Manager,

This is the opening paragraph of your cover letter. Start by introducing yourself and explaining why you are writing, what position you are applying for, and why you are excited about the opportunity. Be sure to include your current position/situation, the title of the job/internship you are applying for and one or two reasons why you're excited about the opportunity.

This is the second paragraph of your cover letter. In this section, you want to explain why the employer should hire you, what skills you bring to the table, and why you're a good fit for the company. Be sure to include your skills and previous experience that is relevant to the job/internship your personality traits and soft skills, and why you would be a good fit for the company.

This is the closing paragraph of your cover letter and it can be direct and to the point. Highlight any key points you want to reiterate from earlier in the letter and then indicate how and why you will follow up with them. Be sure to include a thank you a "thank you for their time and consideration, and a reference to the fact that your resume is attached. Optional to repeat your contact information.

Sincerely,

First Name Last Name

COVER LETTER TIPS

Your cover letter should fit on one page; Keep your paragraphs short and your sentences simple. Three to four paragraphs, each three to five lines in length should be sufficient.

employer and/or review the job description. Personalizing the letter is always a plus!

Put your most important ideas first.

Your opening sentence should get the attention of the reader and your opening paragraph should clearly communicate your purpose.

benefits you will give them. Focus on what