

Anatomy of a Cover Letter

Hiatt Career Center | brandeis.edu/hiatt

Your Name (match resume exactly)

address | phone number | youremail@brandeis.edu

Date You Send the Letter

Employer First Name and Last Name

Title and/or Department

Organization Name

Organization Street Address

City, State Zip Code

Dear Mr./Ms. Employer Last Name:

1st section: Cover the following points - *Why this employer?* What specific aspect about the organization especially interests you (your organization research is critical here)? Show the reader you know something about this company. *Why you are writing.* If a particular person referred you or recommended that you apply, mention them. *Who are you?* Describe yourself in a way that makes the reader connect you to the position – describe something about you that connects your interest in a specific field or area or your skills to the role for which you are applying.

2nd section (1 or 2 paragraphs): *Explain how you are qualified for the job!* Focus on 3-4 qualifications included in the job posting. If the job description lists desired/required skills, discuss your coursework or your application of those skills in an academic, extracurricular, and/or professional setting. *Provide specific, relevant examples that illustrate what you have accomplished; don't simply repeat your resume.* At the end of each paragraph, connect the skill or experience you have just described to the position.

3rd section: Make your closing statement positive and specific so that the reader will take action. *Reiterate your interest in the position* and in having an opportunity to speak with the employer. *Thank the employer* for his/ her consideration of your application materials.

Sincerely,

(Sign your name here)

Typed Name

Examples

1st Section: Why this employer? Who are you? Why are you writing?

As a sports enthusiast and an athlete, I was always aware of the Celtics Basketball organization on and off the court. Now that I am pursuing a career in the business of sports, I have focused on and admire the brand awareness the Celtics administration created for the team. Because I enjoy researching and developing strategies, I know through an internship with Corporate Partnerships Activation Department, I could contribute to the goals of strengthening the brand and relationships of one of my favorite teams.

Why this employer?

I strongly believe the U.S. Attorney's Office is crucial in our advancement towards a more just future through its leadership in federal law enforcement and groundbreaking criminal and civil cases. I was particularly satisfied to learn that this office was successful in the case of *State v. Buffalo*, effectively creating new precedent for evaluating the conduct of law enforcement.

Optional sentence – best when you have a name to mention.

Based on my interest in econometrics, Prof. Peter Smith from the Economics Department at Brandeis University suggested that I apply for this position.

Who are you?

As someone who enjoys reviewing data for the useful information it provides, I am interested in this opportunity.

Your relevance to the company and/or role

My prior experience in serving the public through legal organizations is well matched to your internship program.

2nd Section: Explain how you are qualified for the job

Through my previous experiences, I have developed skills that enable me to hit the ground running. As an audit intern at KPMG, I was challenged to listen carefully, think critically about details and processes, and work independently on assignments that reflected the firm's quality standards. I was initially assigned to review and document business processes for clients, to think critically about controls, and suggest ways to mitigate risks. My progress and willingness to learn in KPMG's fast-paced environment convinced my managers to assign me to a small team composed of more senior colleagues performing a group audit for a client. Aware of the tight deadlines, I worked to deliver results accurately and on time. I will bring the same work ethic and willingness to learn to this internship, and I am confident in my ability to perform at a high level in a fast paced environment.

Reiterate your interest in the position

JPMorgan's dedication to excellence in both research and client service is exactly why I want to join the Global Markets Insights Team.