

COVER LETTER TEMPLATE (MODIFIED FROM JOB STAR CENTRAL)

<http://jobstar.org/tools/resume/ctemp.php>

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Your name  
Mailing address  
City, state, and zip  
Telephone number(s)  
Email address

Today's date

Your addressee's name  
Professional title  
Organization name  
Mailing address  
City, state and zip

Dear Mr. (or Ms.) last name,

**Start your letter** with a grabber—a statement that establishes a connection with your reader, a probing question, or a quotable quote. Briefly say what job you are applying for.

*SNRE Tip: Show your passion for the organization/ the work they do / the region (ex: I have been a long-time member of your organization or I grew up in this region, etc.).*

*SNRE Tip: You may also want to add a brief section explaining how this position fits in with your long-term career interests. Employers prefer candidates with strong career-related interests who will hopefully plan to work with them for a while.*

**The mid-section** of your letter should be one or two short paragraphs that make relevant points about your qualifications. Don't summarize your resume! You may incorporate a column or bullet point format here.

*SNRE Tip: Include 1-2 strong examples of your accomplishments/abilities in areas that are the most critical for a candidate to have for this position (ex: "My success at grant writing comes from both my strong writing skills and relationship-building skills. While working at the National Wildlife Federation, I wrote two successful grants for \$10,000 and \$45,000 to the same foundation after establishing a strong relationship with their Environmental Program Officer.")*

Use this template in partnership with the "How to Customize Your Cover Letter for a Specific Job" found on the SNRE Career Services Website.

**Your last paragraph** should initiate action by explaining what you will do next (e.g., call the employer) or instigate the reader to contact you to set up an interview. Close by saying "thank you."

Sincerely yours,

*Your handwritten signature*

Your name (typed)

Enclosure: resume