

# Cover Letter Template

A Cover Letter is a tailored one -page document that provides context and in depth examples of your skills, knowledge, experience and fit for the position. The cover letter should focus more on 3-4 needs outlined by the job description and how your skill set and experience aligns with those needs. A good cover letter is targeted and does not simply restate the resume. This is also an opportunity to express enthusiasm for the position and organization by demonstrating how well you understand their mission, vision, and accomplishments.

If you cannot find the name of the contact, consider addressing the letter to “Hiring Manager” or “Hiring Committee.”

**Name**  
Address, City, State, Zip Code | Phone Number, Email

Employer Name  
Title  
Company  
Street Address  
City, State ZIP

Dear \_\_\_\_\_ ,

With five years of research and assessment experience, and a record of communicating research to diverse audiences to positively influence change, I am a strong candidate for the research analyst position at the Community Health Center of Los Angeles (CHCLA). I was referred to this position by Dr. Andrew Greene, the communications manager at CHCLA. In addition to my research experience, I have a strong teaching and communication background and commitment to community work that would be particularly useful for this position.

As a public health research fellow at UCLA, I created several surveys that evaluated the mental health of graduate students while dissertating. Survey results indicated that graduate students were suffering from feelings of isolation and depression, which was subsequently slowing their time to completion. Using this information, we created 3 peer dissertation writing groups, and advocated for more mental health support from the university, where we successfully secured funds to expand the graduate peer support groups. My ability to design research polls and use the findings to proactively advocate for CHCLA's initiatives would be highly beneficial to your organization, especially given the new K-12 healthy initiatives you are working on.

I appreciate your time in reviewing my application. I believe that the combination of my research, commitment to community and ability to communicate research and influence action would be ideal for this position. My resume is enclosed, and I look forward to meeting with you.

Sincerely,  
(signature)  
Name

Use the same heading as your resume to create a “letterhead” for your documents.

1

2

3

1

### First Paragraph (Purpose)

- State why you are writing and the position at the company you are applying for. Indicate how you learned of this position.
- If referred, be sure to include the name of the referral in this paragraph.
- Demonstrate briefly your knowledge of the company, and create a thesis statement that outlines your unique qualifications for the job.

2

### Second paragraph (Background and Qualifications)

- If you have related experience or specialized training, elaborate on the details that would be of special interest to the employer.
- Be specific about your qualifications and skills.
- Provide examples on how you obtained/honed these skills. Your goal here is to match your skills to the employer's needs.
- Explain how you would fit into the position and the organization. If it gets lengthy, break this paragraph into two, to make it more readable.

3

### Third paragraph (Request for Action)

- Close your letter with confidence by briefly restating how your qualifications match the position.
- Express your interest in further discussing your background and the position with the employer.
- Finally, include a statement expressing your appreciation for the employer's consideration.

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A **Cover letter** is almost always required of candidates in all professional industries. Though called a cover letter, they are typically read by employers after the resume is reviewed, so they need to provide more tailored and targeted information. When submitting application documents, always save as a PDF. If submitting via email, put the cover letter in the body of the email and attach it as a PDF.