

Cover Letter Guide




Use this guide to develop a top-tier cover letter.

Overview

You will have to write a number of communications to employers while job searching, including emails to follow up on interviews, arranging company site visits, and accepting or declining job offers. But first, you need to submit a **cover letter** with your resume when you are applying for the job.

Quick Tips

- **State your purpose:** Clearly state the purpose for the letter in your opening sentence. Then use the rest of the letter to support your candidacy.
- **Tailor to the company:** Be sure that each cover letter is specifically tailored to the company to which you are writing. Research the company to help you determine your approach. Check the company's website and other resources on the Internet.
- **Address line:** Try to find a specific individual to write to and include their job title. Do not address your letter to "Dear Sir or Madam." If you cannot find someone to address the letter to, use "Dear Hiring Manager", "Dear Search Committee", or "Dear Recruiter".
- **Review:** Ask someone else to check your grammar, spelling, and style. When proofreading your own writing, it is easy to overlook silly mistakes.
- **Notes:**
 - If you are seeking a position in a field or industry that does not have an obvious parallel or connection to your academic training, be explicit about why you are interested in that particular field, organization or job, and what value you bring. For example, you are an electrical engineer who wants to use your quantitative skills in a finance or consulting position, do not leave the reader wondering, "why is an electrical engineer writing to me, the personnel manager at McKinsey?"
 - If you are applying for a summer job and do not yet have any experience that is directly related to the position, focus on telling the employer what experience you do have that may be of interest.

 *Keep reading for the suggested formula for a cover letter.*

Cover Letter Template

77 Massachusetts Ave.
Cambridge, MA 02139

September 1, 2018

Mr. John Doe
College Relations Coordinator
Technology Corporation, Inc.
11 Beacon St., Suite 7
Boston, MA 02134

Dear Mr. Doe:

First Paragraph: Introduce yourself by stating your degree program and the year in which you will graduate. Specify the type of position you are seeking (e.g., summer internship, full-time position). Tell why you are writing, and name the position, field, or general vocational area in which you are interested. Tell how you heard of the opening or organization (e.g., the job posting on MIT's CareerBridge, the career section of the company's website, or through a faculty recommendation).

Second Paragraph: Mention one or two qualifications you think would be of greatest interest to the employer. Illustrate these qualifications by describing experiences where you demonstrated these skills. Tell why you are particularly interested in the company, type of work, or location. If you have related experience or specialized training, point it out.

Third Paragraph: Close by stating your desire for an interview. You may say that you will call in a week or so to request an appointment. Make sure that your closing is not vague, but makes a specific action from the reader likely.

Sincerely,

Jane Doe

Need help starting your cover letter or want someone to review it before hitting submit? Schedule a time with UPOP staff!

Email

upopstudentprogram@mit.edu

Credit to MIT Career Advising & Professional Development Career Development Handbook. See the full resource [here](#).