

Cover Letter Template:

Note that in an email message, you would omit both your and the addressee's contact information, as well as the date. Simply start with the salutation.

Your Name
(Pronouns)
Street Address
City, State Zip Code

Month Day, Year

Contact Name
Title (if known)
Organization Name
Street Address
City, State Zip Code

Dear (Name/Title):

Opening paragraph: Clearly state why you are writing. If applying for a job, indicate the position title and where you saw it advertised. If you were referred to the position from someone within the organization, or by someone the addressee knows, mention that as well. You may want to add a sentence on why you feel you are a good fit for the position.

Middle paragraph(s): You should have one or two paragraphs that elaborate on how you have developed the relevant skills required for the job, and any relevant experiences or education you have acquired. Providing an example can help you emphasize your point. Of equal importance is your argument for how your interest in both the *job* and the *organization* developed. You will want to ensure that you include your interest and why it would be a logical decision to hire you.

Closing paragraph: Express interest in speaking with the addressee further in a personal interview, and indicate that you will follow up within an appropriate time frame. Thank them for their time and consideration of your application.

Sincerely,

Name

(Pronouns)

(typed)

Sample Cover Letter #1:

Abi is applying to a global consulting firm that recruits Harvard students, but expects cover letters and resumes to be uploaded to its website. As such, he uses a formal business letter format.

Abi Demir (He/Him/His)

54 Dunster Street Cambridge MA 02138 · (555) 555-5555 · xxxx@gmail.com

April 14, 20XX

The Boston ADC Recruiting Team
Boston Consulting Group
53 State Street
Boston, MA 02109

Dear Recruiting Manager,

I am writing to apply for the 20XX Bridge to BCG workshop. I recently learned about this program when I attended the presentation by Dr. Panier at the reception for Advanced Degree Candidates at BCG's Boston office. I expect to complete my Ph.D. in Cellular Biology at Harvard University in May 20XX and look forward to the chance to get an insider's view of consulting at BCG this summer. Based on my analytical skills, communication ability, and problem-solving mindset, I think I would be a great fit for this workshop.

My intellectual curiosity and passion for asking questions is what led me to pursue my Ph.D. in Cellular Biology; however, my interest in a business career is also long-standing. At UMass, Amherst, I combined my interests by pursuing a chemistry and economics double major and enjoyed gaining the quantitative and analytical skills. A Global Strategies course gave me a taste of the real-life challenges faced by companies, such as decisions Novo Industri of Denmark had to make in response to the technology developments for insulin purification in the 1980s. On the other hand, a bioinformatics course introduced me to the challenges biologists encounter in producing and analyzing large scale biological data. Throughout my Ph.D. education, in addition to improving my research and analytical skills, I kept up my interest in the business of science. I participated in a workshop on Healthcare Innovation and Commercialization to explore how science is applied in the business world. I collaborated with five of the workshop participants to prepare a venture capital pitch to commercialize a real-life innovation in anesthesia for child-birth. Our "VC pitch" was selected, by a panel of five expert judges, as the best among four presentations.

My passion for teaching has provided me with a unique skill set that I believe will be critical for a successful career in consulting. My communication skills strengthened as I challenged myself to understand and respond to students' questions while they tackled complex biological concepts. To convey material clearly to students with diverse learning styles, I developed different approaches to explain a single concept. I also embraced and supported a team culture, utilizing student feedback to improve my own performance and encouraging students to engage each other in their learning.

The analytical and communication skills I have honed throughout my PhD work will provide a strong foundation as I transition from the life sciences to a career in consulting. I am specifically interested in BCG due to its unique approach to personal growth and tailored solutions for each client. A commitment to support and train ADC members and global opportunities offered through BCG are invaluable. I look forward to hearing back from you about the opportunity to participate in the 20XX Bridge to BCG workshop and to learn even more about BCG. Thank you for your time and consideration.

Sincerely,

Abi Demir
(He/Him/His)

Sample Cover Letter #2:

Jerry is applying to academic administration positions and therefore provides examples of his management, program development and organizational skills. Notice he chooses to emphasize skills directly relevant to the position.

54 Dunster Street
Cambridge, MA 02138

April 22, 20XX

University of Nebraska Humanities Center
1664 N Virginia St
Omaha, NE 68182

Dear Hiring Manager:

I am writing to express my interest in the Coordinator of Publications and Programs position at the Humanities Center of the University of Nebraska. I will graduate with my PhD in Social Anthropology from Harvard this May, and I am confident my 5 years of experience in higher education administration (including program coordination) and two years of experience in editing, would allow me to contribute to the successful coordination of publicity, seminar program logistics, fellowship program administration, and other related duties.

Previously, I have worked on several relevant projects that provided me with the skill sets I need to be an effective coordinator. These projects have included: marketing the content and brand of an academic journal through social media; planning, advertising, and facilitating a workshop program (the Political Ecology Working Group), whose membership increased by 500%; organizing logistics for workshop speakers, including travel, lodging, honoraria, and event setup; and assisting faculty with administrative, computer, and audio/visual needs.

I would be excited to join the Humanities Center's team. The Center has exceptional appeal for me because of its vital mission to foster interdisciplinary discussions and collaborations through a range of exciting formats (e.g., lectures, conferences, seminars) and opportunities (e.g., Foundation Postdoctoral Fellowships). As a scholar of social anthropology, I appreciate the comprehensive support of the humanities, particularly in a political climate often hostile to the allocation of resources to such disciplines. As a program coordinator and editor, I would relish the opportunity to leverage my past experiences for this worthy cause, and learn from the experiences of my fellow team members.

Thank you for your consideration. I look forward to the opportunity to speak with you and discuss the position in more detail. Please feel free to contact me at (555)555-5555 or jerryli@harvard.edu.

Sincerely,

Jerry Li

(He/Him/His)