

Cover Letter Format for the student just building experience

Name
City, State, Zip Code
Phone Number
Email Address
LinkedIn (optional)

Date

Name of Contact Person (if available)
Title (if you have the name of the contact person, you should be able to find their position title)
Organization
Street Address
City, State, Zip Code

Dear [First name] [Last name] or (Hiring Manager),

1st Paragraph- Introduction

State who you are and why you're writing.

Example:

I am a sophomore at MassBay Community College majoring in [Your Major]. I am interested in the [Position Title or Internship] that I saw posted on [Website or Job Board].

This paragraph should be short and clearly state your purpose and enthusiasm for the opportunity.

2nd Paragraph – Highlight Your Skills

Connect your skills and experience directly to the job description. Use examples from classes, projects, part-time jobs, or volunteer work.

Example Job Posting:

Looking for an organized individual with the ability to multitask, experience with event planning, and marketing skills. Must have strong communication abilities.

Example:

I am a highly organized person who creates task sheets to stay on top of my goals.

Through my experience planning [specific event/project] at [organization or class], I developed [specific skills like managing logistics, coordinating teams, or promoting events]

I also gained marketing experience by creating and promoting [specific materials or campaigns] for [project, club, or class].

Tip: Choose one or two examples you're proud of and describe what you learned or accomplished.

3rd Paragraph- Closing and Follow-Up

End with enthusiasm and a personal touch. Show that you've done your research and express interest in learning more.

Example:

I am always seeking opportunities to grow in areas that align with my academic and professional goals. [Company Name] stands out to me because of its commitment to [insert company mission, values, or focus area]. I would welcome the opportunity to contribute my skills and learn more about your team. You can reach me at [phone number] or [email address]. Thank you for your time and consideration.

Sincerely,

Your Name

Quick Cover Letter Tips

Your cover letter is your chance to introduce yourself, connect your experiences to the job, and show why you're a great fit, beyond what's on your resume. Keep it personal, concise, and tailored to each position.

1. Don't make assumptions about someone's gender by using a salutation like Mr., Miss or Mrs. It is better to use their full name instead [e.g., "Dear Alex Johnson"] or a neutral greeting like [Dear Hiring Manager].
2. Connect your experience to the job. Don't just restate your resume.
3. Keep the look consistent- Use the same font as your resume.
4. Be brief and direct- Keep your cover letter to under one page and avoid filler words.
5. Customize for every job- Tailor your letter to the specific position each time.
6. Be specific- Avoid phrases like "I'm the perfect fit." Show *how* you'll add value.
7. Keep It professional, but personal- Show genuine interest and enthusiasm for the company or organization.