**Cover Letter Template (delete this header when using this template)**

*Got questions? Go to* [*http://www2.umf.maine.edu/careers/cover-letter-toolbox/*](http://www2.umf.maine.edu/careers/cover-letter-toolbox/%20) *for examples and advice.*

Your Name

Your mailing address

City, State, Zip

Today’s date - e.g., July 20, 2017

Employer’s name, title; if unknown leave blank

Name of company

Company mailing address

City, State, Zip

Dear Mr/Ms Last Name: [if unsure of gender, omit title and write full name; if name is unknown write ‘Dear Hiring Committee’]:

**Opening Paragraph** – Begin immediately by telling the reader which position you are applying for and where you saw the announcement. Next, tell the employer briefly (in one or two sentences) why you are interested in this position and organization and why you are qualified for this position.

**Middle Paragraph(s)** – Begin to sell yourself as a qualified candidate for this position. Essentially, you’re answering the question "why should we hire you?” State *relevant* qualifications, education, and skills you have developed that would be helpful in this position. Use concrete examples from coursework, previous work experience, practicum, internship or volunteering. Make strong connections between your abilities and their needs. Mention specifically how your skills and experience match the job to which you are applying.

**Last Paragraph** – Start with a summarizing sentence that highlights your interest and qualifications for this position. State that you have included (or attached) your resume, and ask politely for an interview. Share your contact information, and finish by thanking the reader for their time and consideration and offer to provide any additional information.

Sincerely,

Your signature (leave 3-4 black spaces for this; for email, just type your name)

Your full name in print