

Mock Cover Letter



**TIP
SHEET**

[Date]

To Whom It May Concern:

You can personalize the greeting if you have that information.

PARAGRAPH 1: STATING INTEREST

Use your first paragraph to express your interest and stand out from other candidates. Why are you a good fit for this job?

- I'm writing to express my strong interest in [position title] at [company].
- I have [#] months/years of experience working in [administration, advocacy, hospitality or retail]. OR I have [skills relating to the job] from school leadership roles and volunteering in the community.
- [Name] referred me to this position.

PARAGRAPH 2: MAKE YOUR SKILLS SHINE

Here you can give 2-3 specific examples of your skills and accomplishments. Relate them to the position you are applying to.

- I am very organized and incredibly detail-oriented. During my internship, I organized hundreds of files for my team and successfully managed the calendar of two senior directors.
- I'm a strong project manager. When I volunteered, I kept my team on track to prepare care packages for 1,500 families in my community during the holidays.
- I work well with others and am a strong leader. At school, I advocate for myself and other students with disabilities at major school meetings and assemblies. During my internship, I took initiative to start a statewide taskforce for students with disabilities.

PARAGRAPH 3: YOUR CLOSING

Restate your interest and thank the reader.

- I'm very interested in [position] because [I'm studying, I want to be..., I hope to become..., I am for a career in...] OR
- I'm a good fit for this role because of [skills, experience, my passion for...]
- Thank you so much for your time and consideration!

Best,
Your Name
E-mail Address
Phone Number