



Cover Letters

Cover-letter writing is an important skill in career development. A strong cover letter can showcase your unique strengths and personality and can help you to obtain a job interview.

General Notes for Cover-Letter Writing:

- Cover letters should be “no longer than one-to-two pages.”¹
- “The cover letter should not reproduce the information in the CV, publications list, or other documents provided,” ... “but it should be used as a vehicle to highlight those things that the candidate believes will make him or her a good match for the position at hand.”¹
- “If the cover letter is to be effective, it must definitely be tailored to the particular institution.”¹

1. John K. Borchardt, “Writing a Winning Cover Letter,” *Science*, March 10, 2006

<http://www.sciencemag.org/careers/2014/08/writing-winning-cover-letter>

2. Melissa Dagleish, “The Tiny Yet Powerful Cover Letter,” *Chronical Vitae*, May 24, 2017

https://chroniclevitae.com/news/1808%C2%ADthe%C2%ADtiny%C2%ADyet%C2%ADpowerful%C2%ADcover%C2%ADletter?cid=at&utm_source=at&utm_medium=en&elqTrackId=d0a3bc0172a747979ca6b544d3d%E2%80%A6



Cover Letter Template

Address:

“Find out who the hiring manager is and address your cover letter directly to that person.”²

Opening Paragraph:

“The opening paragraph should be short but more than one sentence. After you've captured the reader's attention with the handle, clearly but briefly summarize your most important—and relevant—qualifications.”¹

Body:

“Include a “tailoring paragraph” that demonstrates your specific interest in the organization, any connections you have to it, and your knowledge of its current projects and priorities.”²

“You want to demonstrate how you fit the position but, at most, you're probably going to have space to zoom in on two, maybe three, aspects of the job.”²

“Hone in on the top three things the job posting seems to be looking for. Then make a case for why you're good at — and find value in — those things.”²

Closing:

“End your letter decisively. Don't let it meander to an indefinite or weak close. A decisive close projects an image of you as assertive, confident, and decisive. It never hurts to close by requesting an interview.”¹

Signature