SNRE COVER LETTER TEMPLATE

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Your name
Mailing address
City, state, and zip
Telephone number(s) and Email address

Today’s date

Addressee’s name
Organization name
Mailing address
City, state and zip

Dear [insert name with appropriate title: Ms., Mrs., Mr., Dr. or “Hiring Manager” if unknown]:

1st Paragraph: Start your letter with a statement that establishes a personal connection with the employer contact.

Ex: “I was thrilled to learn that xyz organization was hiring for a [insert job title] position. I have been a long-time member of your organization and I am passionate about [insert name of conservation issue related to the position].

Ex: “I recently met [insert staff member name] at the xyz conference and s/he encouraged me to apply for xyz position.”

SNRE Tip: Show your passion for the organization, their work, their approach or mission, the region.

SNRE Tip: Include a brief explanation of how this position fits in with your long-term career interests. Employers prefer candidates with strong career-related interests who will hopefully plan to work with them for a while.

Body Paragraphs: The mid-section of your letter should include roughly 2-3 concise paragraphs that provide detailed examples of your experience and accomplishments in 2-3 skill areas that are critical to the job/internship.

Ex: “My grant writing success comes from both my strong writing and relationship-building skills. While working at the National Wildlife Federation, I wrote two successful grants for $25,000 and $45,000 to the same foundation after establishing a strong relationship with the Environmental Program Officer. I would be excited to bring my grant writing skills and strong relationships with environmental foundation staff to secure new grants for the xyz organization.”

SNRE Tip: Always show how you will apply your skills and experiences to the success of the company/organization.

SNRE Tip: Use this template in partnership with the “How to Customize Your Cover Letter for a Specific Job.”
http://www.snre.umich.edu/sites/snre.umich.edu/files/Worksheet%20to%20Customize%20Your%20Cover%20Letter_0.pdf

Closing Paragraph: Your last paragraph should initiate an action by explaining what you will do next (e.g., call the employer or instigate the reader to contact you to set up an interview). Close by saying thank you and reiterating your enthusiasm.

Sincerely,

Your handwritten or electronic signature

Your name (typed)