

Cover Letter How-To Template:

Notes: 1) **Tailor your cover letters** to each job you are applying for!!! 2) Cover letters should be ½ page to 1 page long. Less than half of a page usually doesn't give the hiring manager enough background to really understand your background and why you're applying to the position, but they also typically don't want to read more than a page. If your cover letter is longer than a page, try to cut out things that don't seem as important. The template below is for a *formal* cover letter, so if you don't feel it's important to include the company's address, or you don't want to include more than your city of residence on your own address, those may be two great places to start editing. 3) Seriously, tailor your cover letters!

Date

Name

Physical Address

Phone Number

Email Address

Hiring Manager

Company Physical Address

Dear [Hiring Manager's Name] (if known) OR To Whom it May Concern,

First paragraph: Introduce yourself, where you found the job listing, your background, and briefly state your qualifications/past job experiences.

Second paragraph: Elaborate on why you'd be a great fit for the job. What makes you unique and stand out from other applicants? Include some of what is written in the job posting on qualifications, requirements, job duties, etc.

Third paragraph: Elaborate on your past work experiences and how they have impacted the way you work. Mention any skills that you did not write about in the second paragraph. If the job you are applying for is a stepping-stone into another part of your career, mention this and explain why the position will help you grow and attain that goal. Note: If you don't have a lot to say, you can combine the second and third paragraph.

Thank you in advance for your time and consideration. I look forward to hearing from you.

Sincerely,



Your Name

Examples:

April 12, 2018

Doug Trail
293 High Peak Dr.
Flat Rock, NC 12345
(800) 312-7892
dougtrail@riversncreeks.com

To Whom it May Concern,

I am writing to express interest in the Trails Maintenance Crew position at Blue Ridge & Co. posted on NCworks.gov. I just graduated high school in Flat Rock, NC and am in pursuit of a trail maintenance position in this area.

I believe that I would be a great fit for this position because I am a hard worker and I have a lot of passion for the conservation industry. I was first exposed to this type of work through volunteer opportunities my boy scout troop signed up for. After I realized how much I loved working outdoors and giving back to our trails, I got a seasonal job with Trails & Galore and have worked there for the last two summers. Through these volunteer and work experiences, I have gained a lot of technical skills and have experience using pulaskis, grips hoists, crosscut saws, and other common trail maintenance tools. I know through these experiences that I have no problem working long days in adverse weather conditions, while still keeping a positive morale. Lastly, I hold myself to a high standard of work quality and efficiency. I was always double checking my work with Trails & Galore and making sure it was up-to-par with the company's standards as well as the project partners' requests. I always tried to work on tasks in a timely manner and get them done right the first time. These skills and attributes would help me provide great service to your company as well as your clients, and also show that solid work will always be a priority of mine.

I look forward to hearing from you. Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink that reads "Doug Trail". The signature is written in a cursive, flowing style with a large initial "D" and a long, sweeping underline.

Doug Trail

March 23, 2019

Wendy Gale
63 Bear Paw Lane
Raleigh, NC 12347
(888) 222-9941
suziecnsvit@savetheearth.com

Smokey Burr
Earth Day Inc.
2310 Trailhead Way
Asheville, NC 12348

Dear Mr. Burr,

I am interested in applying to the summer conservation internship at Earth Day Inc. that was posted on Handshake. I am currently a Junior at NC State University majoring in Biology and I'm scheduled to graduate in May of next year. Throughout my time at NC State, I have been involved in various student activities, including leadership roles with our Bee Keeper's Club and Plant a Tree Organization. This will also be my third internship in the conservation field and I'm excited to dive into another great experience in the field!

I've always loved the outdoors and conservation projects. For as long as I can remember, I've been hiking trails and trying to identify native vs invasive plant species. My school activities and past internships have only emphasized how much I love working outside in the field with organizations like yours. I also have a lot of experience with Microsoft Office products and administrative duties for the office-related tasks of this internship. An internship like yours requires someone with a wide background of skills, yet still very passionate about your specific project goals, and I believe I am the perfect candidate to meet those needs.

As I mentioned earlier, I have already held two different internships during my time at NC State: one as a trails technician for the Raleigh City Park Service and another as a surveyor for Congaree National Park. These internships have taught me about the "why" behind conservation, as well as given me different skills to take into my career. And, whether it be learning how to use a crosscut saw or how to file proper wildlife surveying paperwork with the National Parks Service, I have learned that all tasks, no matter how small they seem, are important for the overall conservation goal.

Thank you in advance for your time and consideration. I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Wendy Gale', written in a cursive style.

Wendy Gale