



HARVARD GRADUATE SCHOOL OF EDUCATION

Cover-Letter Template

Your Address

Date

Contact Person

Title Department

Employer's Name

Address

Dear (Contact Person):

First Paragraph – Introduction (2 - 5 sentences)

State the purpose of your letter to attract attention and create interest. This paragraph should include:

- *Why* you are writing, *how* you heard about the position/employer, and *why* you are interested in the position/employer.
- Who your contact person is, if you have one.
- A statement that summarizes your qualifications.

Second Paragraph – Body (May be 1 - 3 paragraphs—depending on your background)

Focus on your skills, knowledge and qualifications as they relate to the specific position.

- *Focus on what you can do for them* rather than why you want the position.
- Highlight your skills, knowledge and qualifications.
- Go beyond the resume bullets and highlight your success and the scope of your work.
- Point out important experiences and key assets (that *expand* on what's on your resume; avoid repeating your resume)—to demonstrate to the employer personal qualities that cannot be indicated on a resume.

Last Paragraph – Closing (4 sentences maximum)

State your commitment to action.

- Clearly state what you will do next. For example, “I will call on Friday to confirm the arrival of my materials and to see if you have any questions for me.”
 - Do *not* state that you will wait for them to contact you.
 - **Only say you will call if you intend to do so. Make sure to put it on your calendar.**
- Thank the employer for their time and consideration of your application.

Sincerely,

(Your Signature)

HGSE Student Name

