



Urban Internship Program



Guide to writing a Cover Letter

A cover letter is a chance to prove deeper interest in the job and demonstrate strong writing skills to your potential employer. A good cover letter, like a good resume, needs to be direct and to the point and written in an easy to understand language. However, where it differs is that you can expand on certain strengths listed in your resume and describe in further detail how you would be a strong match to the position. Keep the cover letter to one page only, as going above that will make the employer lose his or her attention. Make sure to use your own words; that way you will come off as genuine and honest.

Keep the letter business oriented. At the top of the page, write:

- Your name
- Your contact information
- Date
- When addressing the individual, it is best to use the person's name (e.g. Dear Sir Aftab Qureshi). If you don't know the person's name, then write "Dear (Company Name) Hiring Manager"

In your first paragraph include:

- Your name and educational background
- How you heard about the position
- Why position interests you
- Why the company interests you

In your body paragraphs, expand upon:

- How your qualifications and experiences from the past tie into the role now
- Provide concrete examples .One or two examples from your resume and expand on them further in 3 or 4 sentences
- Examples can include Academics, Extracurricular or past work experience

In your concluding paragraph, close with:

- A few sentences restating how you believe your skills make you a strong match for the job
- Emphasizing your interest and passion for the role



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- Saying you are looking forward to connecting with the employer soon and thanking him or her for considering you.

End by saying, “Sincerely, (Your Name).”

A well drafted cover letter can go a long way in securing an interview.