

## COVER LETTER TEMPLATE

Date

Mr./Ms. Recruitment Coordinator  
Management Consulting Company  
Consultant Lane, NY 10000

Dear Mr./Ms. (use an actual name, not just “Sir/Madam”):

**Opening Paragraph:** The first paragraph should be a short (two-four sentences) introduction to you. You should identify who you are and indicate why you are writing. It is best to try to be specific in this section so that the recruiter will know how to treat your application. Simply saying that you are interested in working for a company, for example, doesn’t show them your knowledge of the position structure and targeted recruitment efforts of the company. This paragraph is also the appropriate and ideal time to mention why you are specifically interested in the company. If your interest was piqued by a session you attended, a recent article you read, a project you worked on, or by speaking with a current employee, it should be stated here.

**Middle Paragraph:** The middle paragraph (sometimes two paragraphs) is the bulk of a cover letter. This is the section in which you sell yourself and where you link your past experiences to your future performance. It is important to not simply repeat the information that you have on your resume, but to synthesize the information and introduce experiences and skills that make you qualified for the particular job for which you are applying. Sometimes this means going into detail about projects which gave you applicable experience but are not detailed enough on your resume to make that clear. This section can be in paragraph form, in bullet points or presented as a skills summary.

**Conclusion:** This part of the letter usually reiterates your interest in the firm and indicates the action you are expecting or that the recruiter should expect. If you are truly interested in a position, you should never “leave the ball in their court.” End the letter thanking the recruiter for his or her consideration and indicate that you will follow up in a few days. If you are seeking employment in a city in which you do not currently live and you are planning a trip there, make sure you mention this here.

Sincerely,