



Cover Letters

[Keene State College Career Services](#)

A persuasive and engaging cover letter can work wonders in your job and internship search. Even if they don't ask for it, including a cover letter never hurts. It's your chance to shine and show why you're the perfect fit for the position.

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Template:

Date

Your Name

City, State

Phone Number

Email

Dear "Person's Name" or "Hiring Manager,"

First Paragraph:

- Identify the position you are applying to and how you found the position.
- Based on your research, briefly tell them why you are interested in the position and the company.

Middle Paragraph:

- Describe why you are a good fit for the position, highlighting specific skills and knowledge
- Include key words from the job posting
- Highlight one or two relevant experiences and accomplishments
- Mention any transferable skills and personal qualities that would add to your success in the position

Closing Paragraph:

- Restate your interest in the position and thank them for their time
- Include your contact information

Sign off:

Sincerely,

Your Full Name