
Sue Spartan, MEd

10900 Euclid Ave,
Cleveland, OH
123-456-7890
sue@university.edu
sue.linkedin

Dear (Department head, hiring manager, department, etc.)

This letter should highlight your fitness and overall interest for the advertised role. First, start with how you found out about the career opening and why you're interested in the job position. Be specific: use the correct names and titles including the correct position title of the job.

As you write this letter, use clear and readable words. You want to come across as professional and approachable, but not overly formal. Cover letters should not restate your resume but should be used to connect dots, show what sets you apart, and demonstrate your interest and fit clearly.

Next, provide examples of why you're the right person for the job. A strong strategy is to pull essential functions or required skills from the job description and give a brief statement as to how you can excel in that area.

- **Essential function 1:** supporting details for how you meet this requirement or why you would be proficient in this job function
- **Essential function 2:** supporting details for how you meet this requirement or why you would be proficient in this job function
- **Essential function 3:** supporting details for how you meet this requirement or why you would be proficient in this job function

Finally, provide your contact information and how you prefer to be reached. Offer to meet with the reader at their earliest convenience. Thank them for their time and attention, and let them know that **you look forward to hearing from them soon.**

Before you send your cover letter, read your draft out loud to quickly spot errors and wordy sentences. You can also ask a friend to review your cover letter.

Formal Salutation,

Sign the document with what you prefer to be called. As an example, if your name is Suzanne, but everyone calls you Sue, you should consider using Sue on all of your documents. You can keep this formal by also including your last name and even advanced credentials if you'd like.

Sue Spartan, MEd.

