

## COVER LETTER OUTLINE

Your resume is a clear, concise summary of your academic and professional accomplishments. Your cover letter, on the other hand, is your chance to look ahead and connect your experience to what you hope to achieve next and why you're the right fit for the role. Cover letters should:

- Be written in the first person
- Showcase your "voice" and your personality
- Illustrate your passion and motivation for studying a topic or working in a specific field
- Show off your knowledge about the company you're applying to, your knowledge about the role itself, and why you believe you are an excellent fit and qualified for the role.

Review the outline, tips, and sample copy below to draft your high-performing cover letter today!

### PARAGRAPH ONE (3-5 sentences)

- Brief intro paragraph stating your intentions and serving as a summary for the letter to come.
- "I am thrilled to be writing to you today to formally apply for the [POSITION] at [COMPANY]."
- "Given my education, career interests, and goals, I could not imagine a better opportunity, as I maintain the [INSERT 2-3 SKILLS] that your company and this position demand."

### PARAGRAPH TWO (7-10 sentences)

- This is the largest paragraph (7-10 sentences) where you tell your story!
- Do not simply repurpose your resume into paragraph form.
- Highlight your experience, **only** discussing the experience that relates to the job. Cover what you did, what you learned, why you enjoyed learning or developing in this area, and why you want to pursue it further.
- As you write, your experience should build a strong narrative that will not only showcase your background but will highlight your writing skills and personality.
- This is also your opportunity to express your passions – what motivates you, what excites you about the field, and more.

### PARAGRAPH THREE (5-7 sentences)

- This is a crucial paragraph that many candidates overlook, and it's the only part you'll need to personalize every time. The point of this paragraph is to show a company that you've done your research, and you've thought deeply about why you're qualified and how you can help them.
- Use it to show you've done your research by highlighting a few key points from the job description and the company.
- Start broadly. For example, "Fidelity Investments has proven to be a global leader in financial services for over 75 years" and then get more specific about their work in your target field.
- Mention relevant services or community involvement to show genuine interest and that you did your research.
- Then pivot: "To succeed as a [POSITION TITLE] in this environment, one must be able to [LIST REQUIREMENTS]." Pull the requirements directly from the job description, focusing on the ones you can confidently speak to.
- Finally, make your case: "I'm the ideal candidate for this role because I [REQUIREMENT ONE] while doing X and developed [REQUIREMENT TWO] through Y." This paragraph proves you understand the company, the role, and how you can add value.

### PARAGRAPH FOUR (2-4 Sentences)

- "Thank you for your time and consideration. I look forward to hearing from you and discussing this incredible opportunity. Should you wish to be in touch, I can be reached at EMAIL ADDRESS or PHONE NUMBER.
- Then sign your name. "Sincerely, First Name Last Name"