Anatomy of a Cover Letter
Hiatt Career Center | brandeis.edu/hiatt

**Your Name**
youremail@brandeis.edu | your complete address | phone number

Date You Send the Letter

Employer First Name and Last Name
Title and/or Department
Organization Name
Organization Street Address
City, State Zip Code

Dear Mr./Ms. Employer Last Name:

1st section: Explain why you are writing. If a particular person referred you or recommended that you apply, mention them. Who are you? Describe yourself in a way that makes the reader connect you to the position – it could be your major, or better yet, describes something about you that connects your interest in a specific field or area. Why this employer? What specific aspect about the organization especially interests you (your organization research is critical here)? Your relevance to the company and/or role. What skills, prior experience, passion. You will expand on these qualifications in the following paragraph(s).

2nd section (1 or 2 paragraphs): Explain how you are qualified for the job! Focus on 3-4 descriptions included in the job posting. If the job description lists desired/required skills, indicate how you have applied those skills in an academic, extracurricular, and/or professional setting. Provide specific, relevant examples that illustrate what you have accomplished; don’t simply repeat your resume. At the end of each paragraph, connect the skill or experience you have just described to the position.

3rd section: Make your closing statement positive and specific so that the reader will take action. Reiterate your interest in the position and in having an opportunity to speak with the employer. Thank the employer for his/her consideration of your application materials.

Sincerely,

(Sign your name here)

Typed Name

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**Examples**

Optional sentence – best when you have a name to mention. Based on my interest in econometrics, Prof. Peter Smith from the Economics Department at Brandeis University suggested that I apply for this position.

As someone who enjoys reviewing data for the useful information it provides, I am interested in this opportunity.

I strongly believe the U.S. Attorney's Office is crucial in our advancement towards a more just future through its leadership in federal law enforcement and groundbreaking criminal and civil cases.

My prior experience in serving the public through legal organizations is well matched to your internship program.

Through my previous experiences I have developed skills that will enable me to hit the ground running. As an audit intern at KPMG, I was challenged to listen carefully, think critically about details and processes, and work independently on assignments that reflected the firm’s quality standards. I was initially assigned to review and document business processes for clients, to think critically about controls, and suggest ways to mitigate risks. My progress and willingness to learn in KPMG’s fast-paced environment convinced my managers to assign me to a small team composed of more senior colleagues performing a group audit for a client. The team trusted me with more responsibility based upon my demonstrated competency in testing and logging. Aware of the tight deadlines, I worked to deliver results accurately and on time. I will bring the same work ethic and willingness to learn to this internship, and I am confident in my ability to perform at a high level in a fast paced environment.

JPMorgan’s dedication to excellence in both research and client service is exactly why I want to join the Global Markets Insights Team.