

Anatomy of a Cover Letter

CCPD at Brandeis - Adapted from Hiatt Career Center

**Your Name** (match resume exactly)

Address | phone number | youremail@brandeis.edu

Date You Send the Letter

Employer First Name and Last Name (or Hiring Team)

Title and/or Department (if known)

Organization Name

Organization Street Address (if known)

City, State Zip Code (if known)

Dear Ms./Mr./Dr. Employer Last Name (or Dear Hiring Team):

**1<sup>st</sup> section:** *What position are you applying for? Name the position exactly as the company has listed it. Why you are writing?. If a particular person suggested that you apply, mention them – or mention that you learned of the opportunity via Brandeis GSAS, Indeed, etc. Who are you? Describe yourself in a way that makes the reader connect you with the position – describe something about you that connects your interest in a specific field or area or your skills to the role for which you are applying.*

**2<sup>nd</sup> section:** *Explain why you are qualified for the job. Focus on 2-4 skills or qualifications included in the job posting, and connect your skills or experience to the position. Provide specific, relevant examples that illustrate what you have accomplished; don't simply repeat your resume.*

**3<sup>rd</sup> section:** *Thank the employer for their consideration of your application materials.*

Sincerely,

Typed Name

**Example**

**1<sup>st</sup> Section: Why this employer? Who are you? Why are you writing?**

I am writing to express my strong interest in the Assistant Director of Data Analysis role. As I have studied the job description, I have become increasingly excited at the degree to which my experiences align with the key role requirements. From my graduate work translating big data into useful information, to the complex process, policy, and interpersonal issues I navigated to complete that work I believe the fit is a compelling one.

**Optional sentence – best when you have a name to mention:**

Based on my interest in development and fundraising, Jolene Crinall from Brandeis Institutional Advancement encouraged me to apply for this position.

**2<sup>nd</sup> Section: Explain why you're qualified for the job by offering relevant examples:**

The skills I acquired in researching and writing a dissertation in Eastern European Culture will be enormously useful in this position. During my research in Europe, I became adept at navigating large data sets and translating themes in the data to useful information. During my dissertation I assimilated and analyzed over 6,500 pages of discourse, identifying patterns within that mass of text-based data and pulling out conclusions around those themes. I believe that this experience strongly aligns with the work I would do as Assistant Director of Data Analysis, and speaks to my ability to convert data to actionable information.

**Your relevance to the company and/or the role:**

Beyond my skill with parsing and analyzing data, I bring a grounded approach to solving complex problems. During my doctoral field studies, I was often faced with problems that required multiple solutions. As a result, I learned to bring several solutions to the table, anticipate objections and prepare responses, and meet each issue with a plan, a contingency plan, and a back-up contingency plan. I believe that these skills will inform and enrich my work in researching and tracking potential donors.

**3<sup>rd</sup> Section:**

I am excited about the opportunity to take these skills to such an inclusive and forward-thinking organization such as Tremont. Not only am I good fit for the position but, as a graduate of Brandeis University, I also bring first-hand knowledge of the power and value of a liberal arts education. Finally, Tremont's commitment to encourage "students to grow personally, professionally, and philosophically" and to "make a lasting mark" resonates strongly with me. The school's commitment to this type of personal and social growth can only be continued with a strong endowment and I would like to be a part of the team that fosters that mission.

I look forward to hearing from you soon.

Sincerely,

Eleanor Shellstrop