



How to Write an Effective Cover Letter

A well-written cover letter is highly recommended for every job or internship you apply for—even if it's listed as optional. It gives you the chance to express your enthusiasm for the position, demonstrate that you've researched the organization, and connect your experiences directly to the role.

Your cover letter should complement your resume, not repeat it. Think of it as your opportunity to tell your professional story and highlight why you're a great fit for both the position and the organization.

Cover Letter Formula

Use the structure below as a guide. Replace all placeholders with your own information.

Tip: If you're emailing your cover letter, you do not need to include the address block at the top.

Additional Tips

- Keep your cover letter to one page.
- Tailor it for each application—use keywords from the job description.
- Use a professional tone but let your genuine interest show.
- Always proofread for spelling, grammar, and formatting before submitting.

Office of Career Development

Building B119

ocs@neiu.edu | 773-442-4680

8:30 am to 4:30 pm | after-hours appointments available

Date

Hiring Manager's Name (include if known)

Company Name

Company Address

Company City, State ZIP

Dear [Hiring Manager's Name] (or "Dear Hiring Manager" if the name is unavailable),

I am writing to express my interest in the [Position Title] position posted on [where you found the job posting]. With my background in [your field or area of study] and experience in [relevant skill or area], I am confident that my qualifications align with the requirements of this role.

[Company Name]'s commitment to [specific value, mission, or project] especially resonates with me. Based on my experience at [Previous Organization or Experience] as a [Your Role or Title], I believe I can make a meaningful contribution to your team.

Highlights of my qualifications include:

- [Strong accomplishment or experience relevant to the position]
- [Academic project, internship, or volunteer experience showing initiative or leadership]
- [Any awards, achievements, or relevant technical/soft skills]

I would appreciate the opportunity to discuss how my background and enthusiasm align with [Company Name]'s goals. Thank you for considering my application. I look forward to speaking with you about how my experiences can contribute to your team's success.

You can reach me at (773) 555-5555 or your-email@neiu.edu

Sincerely,

[Your Name]