

Structure Guide: Personalized Response to a Job Description

This is a guide, not a formal template. Consider your writing style and the core aspects you want to highlight when composing your cover letters.

Your Full Name

Your Address, City, State, Zip Code | Email Address | Phone Number

(Note. Make the contact information section consistent with one in your resume)

[Application Submission Date]

[Recipient's Name]

[Recipient's Job Title] (Note: skip recipient's name and title if contact information is unavailable)

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Ms./Mr./Dr. Last Name,

(Note: If name unknown, write 'Dear Recruiter or Hiring Manager')

Opening: Clarify the purpose of your cover letter by stating the position you are applying for and how you came across it (e.g., through CareerBuzz, a PI's referral, or a representative you met at a career fair). Then, briefly introduce yourself, such as your name and educational background/current role (e.g., a Ph.D. candidate in Computer Science at Georgia Tech). Conclude the opening by outlining two primary skills or experiences (referred to here as skill/experience A and B) the employer seeks, especially those described in the job description. These skills or experiences will be elaborated upon in the subsequent two body paragraphs.

Body (TWO Paragraphs recommended, one for skill/experience A and the other for skill/experience B): In the body of the cover letter, emphasize your significant achievements that align with the key skills and experiences mentioned in the introduction. Frame your accomplishments as compelling narratives, offering context, detailing your actions, and showcasing the results achieved to highlight your positive, measurable impact. Connect these achievements directly to your candidacy, demonstrating the value you can bring to the role. Strengthen your narrative by providing a concrete example or story illustrating how your expertise in skill/experience A and B enables you to address the employer's specific needs.

Closing: In conclusion, summarize your qualifications concisely to underscore your genuine enthusiasm for the opportunity. Express your keen interest in further discussing your qualifications with the employer. If not already included, kindly include your contact information (e.g., email, phone number) in this section. Finally, expresses gratitude and thanks to the employer for considering your applications and the time dedicated to reviewing your application materials.

Sincerely,

[Your Online Signature]

Your Full Name