



## Writing a Cover Letter

CAREER SERVICES OFFICE | RONDILEAU STUDENT UNION, ROOM 104 | BRIDGEWATER STATE UNIVERSITY  
(508) 531-1328 | CAREERSERVICES@BRIDGEW.EDU |

[HTTPS://STUDENTBRIDGEW.SHAREPOINT.COM/SITES/CAREERSERVICESOFFICE](https://studentbridgew.sharepoint.com/sites/CareerServicesOffice)

*A cover letter is a one-page document, that is sent along with a resume, that provides detailed information on why the applicant is a qualified candidate for a specific job or internship. A cover letter can also be used as a letter inquiring about potential opportunities.*

## **Cover Letter Tips**

---

- Print out and review the internship/job description to which you are applying. Review your resume and highlight your related skills, academic background, and experience that directly relate to the position.
- Customize your cover letter for each job application. Do not just copy and paste from previous documents and simply change the employer name and position title.
- Use the same keywords and phrases from the internship/job description in your cover letter.
- Research the employer thoroughly and be sure to explain why you want to work for their organization.
- Do not type your name at the top left corner of the cover letter. Your name will be indicated at the close of the letter. It does not need to appear twice on the document.
- Address your cover letter to a specific person. Call the organization's Human Resources department to learn whom the letter should be addressed. Avoid writing "To Whom It May Concern." As a last resort, you can address your letter to "Dear Hiring Manager," "Dear Human Resources," "Dear Search Committee," or "Dear Internship Coordinator."
- Cover letters are left justified. Do not indent paragraphs.
- Use the word "I" sparingly. Every sentence should not begin with the word "I." Use transitional phrases.
- Match the font style, font size and size of margins to that of your resume.
- Limit the cover letter to one page in length. The cover letter should only be 4-5 paragraphs.
- Consider meeting with a Writing Consultant from the Writing Studio, located in the Academic Achievement Center on the bottom floor of the library, if you are struggling with sentence structure and/or grammar. Download Grammarly, the free writing app to make your writing clear and effective.
- Proofread your cover letter to ensure that your document is error free. Schedule a cover letter review appointment with Career Services, if you would like to receive feedback on your document.
- Save and submit your cover letter as a PDF document.
- Save a digital copy of each cover letter and resume that you submit, so that you can refer to it in preparation for interviews.



# Cover Letter Guidelines

---

Your Address

Date

Contact Person's Name

Title

Company Name

Address

City, State and Zip Code

Dear First and Last Name: *(If the person you are sending the cover letter to is a Doctor, refer to them as Dr. Last Name)*

## **Section 1: What position are you applying for and how did you learn about it?**

Explain why you are writing. Identify the position you are applying for, the company name, and how you learned about the opportunity. If you are responding to a job advertisement, state the website where you found the posting. If a professional referred you to the position, mention their name and what their connection is to the organization. If the professional works for the organization, include their position title. This paragraph should only be two to three sentences in length.

## **Section 2: Why should we hire you?**

Tell the employer why you are a strong candidate for the position by highlighting your relevant skills, education and/or experience. This paragraph should be tailored to the organization and position that you are specifically applying. Prepare by reviewing the job description and highlighting those qualifications that you meet, and the experience that you have, that directly relates to the job description. Be sure to include examples to provide evidence of the skills you are claiming to have. You should not include every bullet from your resume. You should summarize why you are the best candidate for the position.

If you have a lot of related experience, you can add an additional paragraph.

## **Section 3: What do you know about the organization and why do you want to work for us?**

Show the employer that you are taking this opportunity seriously by researching the organization and including your findings in the cover letter. Review such things as the company's mission/vision statement, projects and/or programs, newsletters, blog page, reviews and press releases. Prepare three to four sentences that demonstrate why you are interested in working there and why you would be a good match for their environment and team.

## **Section 4: What are the next steps and how do we contact you?**

Mention your interest in an interview. State how the employer can contact you, including both your phone number and email address. Thank the person for their time and consideration. Mention that you are looking forward to meeting them.

Sincerely,

Your Full Name Typed

## Sample Job Cover Letter

---

131 Summer Street  
Bridgewater, MA 02325

April 1, 20xx

Finley Smith  
Human Resources Director  
Marketing, Etc.  
111 Main Street  
Stoughton, MA 02072

Dear Finley Smith:

Please accept the attached resume for the Social Media and Marketing Coordinator position at Marketing, Etc. I learned about this opportunity on Indeed.com and am excited to learn more about the position.

Collectively my academic, internship and work experience have prepared me well for a career as a Social Media and Marketing Coordinator. Currently, I am attending Bridgewater State University and will be graduating with a Bachelor of Science degree in Marketing this May. During my time at Bridgewater State University, I had the opportunity to complete a Marketing/Public Relations internship at the New England Aquarium. Through this role, I assisted the Media Relations Director with a variety of tasks including media relations, website content and donor relations. I solely increased the traffic (views) on Facebook by 15%, on Instagram by 25%, and on Twitter by 20%, by creating content and contests on each social media platform. In addition to my social media responsibilities, I also created press releases that were submitted to Boston newspapers and created internal and external marketing materials. I feel confident that I can achieve similar outcomes at Marketing, Etc.

In addition to my internship experience, I have gained marketing and social media experience through my current job as an Administrative Assistant at Amy's Hair Salon. I create weekly newsletters to inform clients on what is happening in the salon and manage all the salon's social media accounts, including Instagram, Facebook, and TikTok. As an Administrative Assistant, I have also had the opportunity to hone my customer service skills over the past 2 years.

As I was reviewing the Marketing, Etc. website, I was impressed to learn of your company's commitment to community involvement. For the past three years, I have served as a mentor at the Boys and Girls Club of Brockton and consistently volunteer as a server at Our Daily Bread Food and Resource Center in Taunton. In addition to my passion for marketing and the reputation Marketing, Etc. has in the industry, I would be honored to work with a company that excels in its field and gives back to its community.

I welcome the opportunity to speak with you about my qualifications for the Social Media and Marketing Coordinator position and the ways in which I could contribute to Marketing, Etc. I am available for an interview at your earliest convenience. Please feel free to contact me at 111-111-1111 or via email at [student@bridgew.edu](mailto:student@bridgew.edu) if you have any questions regarding my candidacy. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Your Full Name Typed

## Sample Job Cover Letter

---

131 Summer Street  
Bridgewater, MA 02325

March 14, 20xx

Jean Teacher  
Principal  
James L. Mulcahey Elementary School  
28 Clifford Street  
Taunton, MA 02780

Dear Jean Teacher:

Please accept this letter in application for the Special Education Teacher opening at the James L. Mulcahey Elementary School, which I learned about on SchoolSpring.com. I strongly believe in equal access to education and am excited to utilize my passion, skills, and experiences in making a difference within the Taunton Public Schools.

As a teacher, my goal is to facilitate inclusive learning for each student in my classroom. I am confident that my student teaching and volunteerism have provided me with the skills to do so. Currently, I am student teaching in a first-grade inclusive classroom with 20 students in the diverse and multilingual district of Randolph. I regularly review students' Individualized Education Plans (IEPs) with my supervising teacher and differentiate instruction to meet the needs of students with autism and ADHD, as well as language delays and physical disabilities. Recently, I developed a unit that incorporated manipulatives, visual aids, and technology to teach students about the life cycle of butterflies.

In addition to my formal classroom experience, I also work as a tutor in the Academic Achievement Center at Bridgewater State University. Tutoring students one-on-one and in small groups has further developed my ability to break down concepts and assess learning. These experiences will prepare me well for meeting the diverse needs of students at the Mulcahey School.

Since 20xx, I have volunteered every summer with Camp Shriver, an inclusive, sports-oriented day camp for children with intellectual disabilities. As a camp counselor, I developed and facilitated games and activities to engage children, ages 8 – 12. One of the highlights of this experience was the rapport I developed with my campers and their parents. At the end of each summer, I received several cards from families thanking me for my compassion, patience, and enthusiasm when working with their children. I believe these qualities are essential in creating a welcoming and learning-conducive environment for students and I am excited to apply them in this position.

There are many reasons why I want to work for the Taunton Public School district, but on the top of my list is the level of innovation that the Mulcahey School has shown in developing programs for all students to grow. I recently read about the STEM Career Fair which offered interactive activities for each grade level to learn about career options for their future. This type of program can motivate and inspire students to strive for exciting careers they may not have been exposed to previously. Taunton Public Schools is the type of school culture I admire and would love to work within.

I hope you see the potential that I can bring to this position and the Taunton Public School district. I am available for an interview at your earliest convenience and can be reached at [student@bridgew.edu](mailto:student@bridgew.edu) or 333-333-3333. Thank you in advance for your time and consideration.

Sincerely,

Your Full Name Typed

## Sample Internship Cover Letter

---

131 Summer Street  
Bridgewater, MA 02325

April 1, 20xx

Dr. Ed Science  
Laboratory Supervisor  
Massachusetts Department of Environmental Protection  
One Winter Street  
Boston, MA 02108

Dear Dr. Science:

It is with great enthusiasm that I submit my resume for consideration for the Science Research Summer Internship at the Massachusetts Department of Environmental Protection (MassDEP). I learned about this opportunity on Handshake, Bridgewater State University's internship and job database. This position would provide the practical experience needed to further develop the skills gained through my coursework, laboratory and volunteer experience.

Currently, I am a sophomore at Bridgewater State University majoring in Environmental Geosciences. My laboratory experience in wetlands ecology, environmental biology, and hydrology will prove to be useful as an intern for the MassDEP. As part of my academic lab work, I have performed chemical reactions and am currently using microscopes to observe specimens. I have also had the opportunity to conduct outdoor labs to assess water chemistry.

Throughout my academic career, I have been able to maintain a 3.8 GPA, while working part-time at Roche Bros. as a cashier, being an active member of the Environmental Action Team as well as the Geological Society at Bridgewater State University. My involvement in clubs on campus has given me the opportunity to work closely with other group members, enhance my teamwork skills, and develop into a leader.

I was very excited to learn that the MassDEP, along with its partners, provides grant assistance to implement energy efficiency and clean energy generation projects at water and wastewater plants through the Massachusetts' Gap Energy Grant Program. For the past year, I have volunteered at the Clean Water Massachusetts Youth Action Collaborative, where I have worked with youth across the state to take action on local environmental issues such as clean drinking water. It has been a passion of mine both inside and outside of the classroom. It would be a terrific experience to intern with MassDEP and to further expand my knowledge and skills in the field.

I would appreciate the opportunity to meet and discuss this position further and how I can contribute to MassDEP's mission and to your team. I can be reached at (444) 444-4444 or via email at [student@bridgew.edu](mailto:student@bridgew.edu). Thank you in advance for your consideration for this wonderful internship opportunity. I look forward to hearing from you.

Sincerely,

Your Full Name Typed