

How to write a **STANDOUT** COVER LETTER



START BY DOING

RESEARCH



Don't forget to do your homework before applying



Go beyond the job description to research the company mission, history, culture, and its various functions.

Read articles to become familiar with the latest news and trends within the industry.



Get to know the company's language and approach to the work which you can incorporate into your cover letter.

FIND A CREATIVE WAY TO



TELL YOUR STORY



Engage your audience by going beyond your resume



Don't just repeat your resume, add something new such as personal traits, work habits, and why you're interested.

Highlight how your career trajectory has led you to this position or share a success story that makes you a strong candidate.



YOUR TONE SHOULD BE PERSUASIVE



A cover letter is not the place to be humble



Avoid statements like "I think" or "I feel." Instead say, "I would be great at this job because..."

Be confident in your skills and your accomplishments. Include specific examples to show rather than tell.



TAKE THE TIME TO

PERSONALIZE



Highlight what unique skills make you a good fit



The focus should be on how you can meet an employer's specific needs and fit into the company culture. Personalization matters!

Draw connections between how your skills fulfill the specific job requirements. Connect to the company mission and culture.



Make your story compelling by showing your unique qualifications for the position. Show passion and enthusiasm as well!

PAY ATTENTION TO THE FORMAT



Pay attention to detail to make a good first impression



Keep your cover letter to one page. Less is more. You want to keep people intrigued to bring you in for an interview to learn more.

Don't forget to proofread for grammar mistakes and repetitive language.



Save your cover letter as a PDF to check for clean and consistent formatting before sending in a job application.



OppNet Fellow

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Phone: 555-555-5555 · Email: oppnetfellow@gmail.com

September 1, 2016

ABC Company
85 Broad Street
New York, NY 10004

Dear Hiring Manager,

Please accept my enthusiastic application for the high school summer internship program at ABC Company, which I was nominated for through The Opportunity Network. I believe I would make a great intern at ABC because I have always been a collaborative person and strive to find solutions to seemingly difficult tasks. The Goldmans Sachs financial literacy program, FastTrack, has enabled me to learn about stocks, bonds, monetary policies, and business functions. I am interested in working for ABC to gain further insight into the field of finance and apply all the skills and knowledge I have accumulated over the past few years.

In the activities I participate in, I always have been involved in budgeting and raising finances. I realized that strategizing, organizing, and communicating with others are among my greatest assets. Being the president of my school's Model United Nations Club enabled me to exercise leadership qualities which included budgeting the club's finances and fundraising to accommodate in-state and out-of-state conferences. In fact, I worked alongside the rest of the board members to raise over \$3,000 for a trip to a mock United Nations conference out of state.

In high school, I have taken part in community based collectives and service projects where I served as the Youth Coordinator. My experiences enhanced my social, cognitive thinking, and problem solving skills which I can apply to my work at ABC. With the combination of my already existing social skills and the new insights and understanding that I have acquired through my experiences, I can make a contribution to ABC and work diligently to fulfill all tasks given.

I have heard a myriad examples of how ABC has an extremely vibrant working environment; many employees repeatedly stressed how much they enjoyed their co-workers. I hope to contribute to this ABC's extraordinary environment, and make lasting connections with those around me. Thank you for your undivided attention, and I am looking forward to hearing back from you soon.

Sincerely,

OppNet Fellow

← Your Contact Info

← Today's Date

← Company Info

← Greeting

← 1st Paragraph

- Start with a strong introduction.
- Include the name of the position you are applying for
- How did you find out about the job? Mention any networking connections early.

← 2nd & 3rd Paragraph

- Market your assets. Tell them why they should hire you. This means elaborating on your experience.
- Discuss relevant past internships, academic or extracurricular accomplishments (awards, theses and major projects, commendable grades). What skills did you get from these experiences and accomplishments?
- Bring it all back to the job you are applying for. How do these experiences and skills make you qualified for the job and a good fit within the company?

← 4th Paragraph

- Bring it all together – experience, skills, and how it all makes you the best fit.
- Show passion and enthusiasm for the job.
- Thank them for their time and consideration.

← Closing