

- 1 page long
- Font: 11 – 12
- Margin: 0.5 – 1'

# INTERNATIONAL HUSKY

intlhusky@uw.edu | (206) 123-4567 | Seattle, WA | www.linkedin/in/INTLHusky

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Date

Hiring Manager's name and title  
Department name, Organization name  
Organization Address

Dear Hiring Manager:

## Opening Paragraph:

- Purpose: Identify the position you're applying for and how you learned about it
- Thesis Statement: Emphasize how your background matches the position's requirements and what sets you apart from other candidates
  - Why are you a good fit for this position? Why should the employer hire you?

## Body Paragraph(s):

- Provide evidence for your thesis statement: Emphasize what you have to offer, beginning with your most related attributes and experiences
  - Refer to the job description and select two to four requirements for which you have particularly relevant experience, education, or strengths and highlight this information
  - Use specific examples to demonstrate your match with the position
- Use the **STAR method** to describe your examples
  - Situation: What was the situation that you were in?
  - Task: What tasks were you assigned with? What goal were you working toward?
  - Action: What actions did YOU take to achieve your goal?
  - Result: What was the result or accomplishment?

## Closing Paragraph:

- Restate your interest and/or summarize your qualifications
- Indicate the best way to reach you
- Thank the employer for reviewing your application

Sincerely,

*International Husky*

International Husky

Cover letters should be tailored specifically for the position to which you are applying

- Show how you are unique in your ability to add value to the organization
- Convey interest in the position and an eagerness to be considered
- Do not regurgitate your resume, but supplement it by telling stories and highlighting the most persuasive elements of your application/qualification
- Remember that your cover letter also serves as an example of your writing abilities