ALUMNI COVER LETTER Template/Guide

YOUR NAME

Address, City, State

Phone Number Email

Date

Name

Title

Address

Dear (Address to real person whenever possible),

**Paragraph #1** Explain why you are writing and include a sentence or two about your strengths and interests. For example: I am writing to express my interest in joining \_\_\_\_\_\_ as a \_\_\_\_\_\_\_. I am a Vermont Law School graduate and am currently \_\_\_\_\_\_\_\_\_\_\_\_\_. Professor \_\_\_\_\_\_\_\_\_ at Vermont Law School recommended that I apply for this position.

**Paragraph #2** Explain in greater detail why you want to work with this organization or firm. Make sure to explain what is appealing to you about the organization. **In order for this paragraph to be effective, you must first learn something about the organization. The closer you match your interests with their needs, the more interested they will be in you.**  It may also make sense to address the organization’s location, particularly if working there would mean that you would need to relocate.

**Paragraph #3** Address why you are the person for the job by focusing on your professional background. If you are a more recent graduate, include your academic strengths (good grades, good writing skills, course work in a specific area, etc.). The goal is to demonstrate to the audience that you have the necessary preparation to perform the responsibilities of the job. To the extent that you have relevant experience, this is the place to discuss it. Avoid conclusory statements (“I am a self-starter”) without also providing specific examples that substantiate the statement. In addition, avoid simply repeating what is on your resume. Rather, take the opportunity to “spin” your education and experience so it is clear why and how your background has prepared you for this job.

**Paragraph #4** This is usually boilerplate. You may want to mention here that you will contact them “during the week of . . .” (usually 2-3 weeks) - and then make sure to do so! It can also serve as the best place to let them know that you will be in the area on a certain date and would be available to interview with them.

Sincerely (or Very truly yours),

Sign Your Name Here

Type Your Name Here

**NOTE**: You may reverse the order of paragraphs 2 & 3 depending upon whether you wish to emphasize your professional skills or your interest/commitment to the employer.