STUDENT RESUME / WRITING GUIDE

Cover Letter

Introduce yourself and explain why you fit the opportunity.

Use this guide to draft your document in a word processor. This PDF is an instructional placeholder, not a completed application document.

1. Add your heading and greeting

Include your name, professional email, phone number, and the date. Add the recipient's name, title, and organization when known. Use a greeting such as "Dear [Recipient Name]:" or "Dear Hiring Team:".

2. Introduce your purpose

Name the job, internship, scholarship, or program you are applying for. State your school or current studies and explain one specific reason you are interested in this organization or opportunity.

3. Support your strengths with examples

Choose one or two skills that match the opportunity. Describe evidence from a class project, club, volunteer role, part-time job, or leadership experience. Explain what you did, what you learned, and the result. Use accurate details and numbers when available.

4. Close with a next step

Restate your interest, thank the reader, and express your willingness to discuss your qualifications. End with "Sincerely," and your name. Keep the letter focused and aim for one page.

Start your draft

"Dear [Recipient Name]:
I am a [grade/year] student at [school] applying for [opportunity]. I am interested in [organization] because [specific reason]. Through [experience], I developed [skill] by [action and result]."

Before you upload

Check the recipient and opportunity names, replace every bracketed prompt, proofread, and export your finished letter as a PDF. Replace this placeholder PDF in your portfolio with the finished document, keeping the same filename so the link continues to work.