



COVER LETTER TEMPLATE



ALWAYS SUBMIT A COVER LETTER

Some applications require a cover letter, and some give you the option to submit one



Submitting a cover letter (when done right) can only help you



We highly suggest submitting a cover letter because it will set you apart from other applicants

A [Cover Letter](#) example is linked through the Finance Recruiting Guide

MATCH YOUR HEADER

- Your header should match exactly the header of your resume
- If the two were printed out together, they should look identical at the top, as if they were a set

John A. Doe 100 University Ave, Provo, UT 84602 (555) 555-5555 johndoe@marriottschool.byu.edu		
Date		
Department		
Company Name		
Address Line 1		
Address Line 2		
City, State		
Zip		

John A. Doe 100 University Ave, Provo, UT 84602 (555) 555-5555 johndoe@marriottschool.byu.edu		
EDUCATION		
Brigham Young University – Marriott School of Management		Provo, UT
Bachelor of Science in XXXXX		Apr 20XX

ADDRESS YOUR COVER LETTER

Date

- Date that you wrote the letter

Team

- What team are you addressing?
- HR, Treasury Dept, Recruiting Staff, etc.

Name
and
Address

- Company Name and Corporate HQ Address

To
Whom?

- Address the letter to the team or recruiter that you believe will be reviewing your application

John A. Doe

100 University Ave, Provo, UT 84602
(555) 555-5555 johndoe@marriottschool.byu.edu

Date

Department
Company Name
Address Line 1
Address Line 2
City, State
Zip

To Whom It May Concern,

OPENING YOUR COVER LETTER

- Open the letter addressing the position and where it was advertised/how you heard about the position
- Introduce yourself briefly, year in school, university and major
- DON'T use weak statements like, "I feel like my skills would be a great fit" or "I think my skills would be a great fit."
- DO use strong, definitive statements like, "I know that my skills are a great fit" or "My skills are a great fit because..."



INTRO PARAGRAPH EXAMPLE (ADOBE)

I am an Adobe enthusiast and have a passion for creative software and technology. I have used Adobe Suites for years and have personally seen and experienced the positive movements that Adobe is creating in the technology realm. Currently, I am a Junior at Brigham Young University studying Finance. I am very interested in the Summer Analyst position which I heard about through the Women in Finance Club at my university. I plan to pursue a career in Corporate Finance in the tech industry after graduation, and Adobe would be a perfect fit for me.

2ND PARAGRAPH

- Why do you want to work for this organization?
- Describe highlights from your background that would be of greatest interest to the organization

2ND PARAGRAPH EXAMPLE (ADOBE)

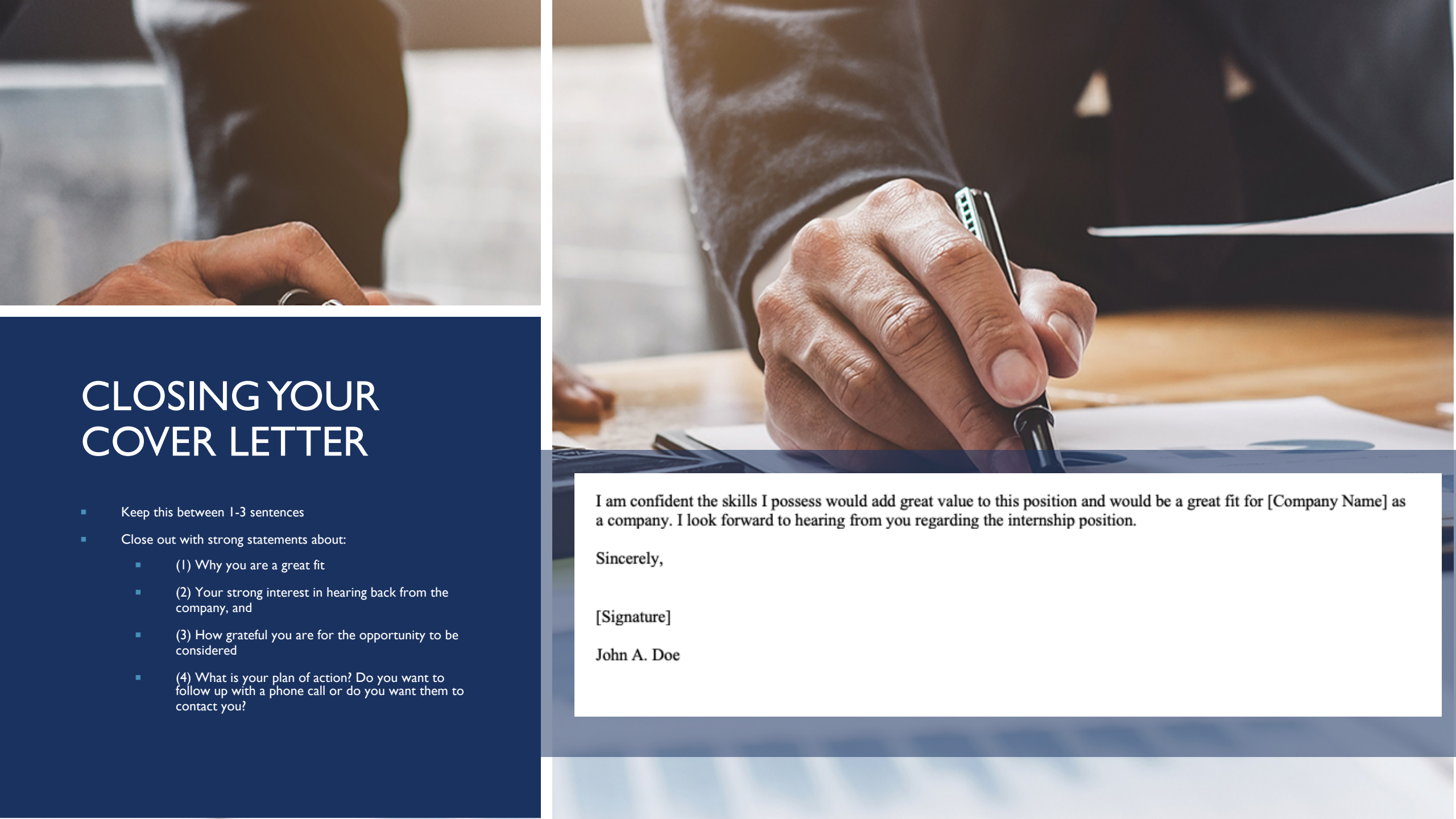
My decision to pursue finance started as a teen while listening to my dad at work. I enjoyed hearing about the most recent M&A deals, the new innovative technology, and how these transactions were funded. As I grew older, I was able to look 10-Ks and learn how to forecast financial data and dissect problems within companies. This experience sparked my enthusiasm for finding effective solutions to improve a company wherever possible.

3RD PARAGRAPH

- What are your qualifications?
- Search the job description and pick out specific bullet points where you shine
- Use past experiences to showcase why and how you have developed that specific skill
- If you're unable to find specific job description bullet points, pick 2-3 strong skills you think would best show case why you'd be the strong fit for the job
- Your cover letter should tell a story that is not on your resume

3RD PARAGRAPH EXAMPLE

I believe my AFDP internship at ServiceNow has best prepared me for the responsibilities of an intern at Adobe. In this position, I communicated daily with upper-management, created forecasts for different product lines, and analyzed pricing models of competitors. I also collaborated with a team of 15 interns to calculate an ROI for the launch of a new product to capitalize on the \$93M market share. Through these tasks I learned the importance of being thorough while working in a fast-paced environment. My attention to detail, organization, and team work allowed me to thrive in this context and they will do the same at Adobe.



CLOSING YOUR COVER LETTER

- Keep this between 1-3 sentences
- Close out with strong statements about:
 - (1) Why you are a great fit
 - (2) Your strong interest in hearing back from the company, and
 - (3) How grateful you are for the opportunity to be considered
 - (4) What is your plan of action? Do you want to follow up with a phone call or do you want them to contact you?

I am confident the skills I possess would add great value to this position and would be a great fit for [Company Name] as a company. I look forward to hearing from you regarding the internship position.

Sincerely,

[Signature]

John A. Doe



CLOSING YOUR COVER LETTER EXAMPLE

Thank you for your interest in my application and your willingness to come to Brigham Young University for interviews. I look forward to further discussing how my experience and skills make me a great fit for the financial analyst position. Thank you for your time.

SUBMITTING YOUR COVER LETTER

- Make sure to submit your Cover Letter in PDF form
- To save a Word document as a PDF, go to File > Save As and select PDF from the drop down menu under the file name.
- Save as Lastname, FirstName