

Cover Letters

Cover letters express the interest and fit for the position applying. The process of constructing a targeted, thoughtful cover letter may feel time consuming, however the payoff is often well worth it.

Cover letters are usually 3-4 paragraphs in length, and should accomplish the following:

- Capture the recruiter's attention and help differentiate you from other candidates
- Identify the internship or job title for which you want to be considered
- Indicate how you learned about the position (e.g., University Career Services, employee referral, organization website, professional association)
- Highlight 1-3 qualifications that are related to the internship or job
- Demonstrate a sincere interest in a particular employer and position

When emailing a cover letter use it as the body of the email or attach it as a PDF document.

See sample cover letters in the Related File.

To ensure your cover letter is on target get it reviewed by [scheduling an appointment](#) [1] with a counselor or coming in during walk in hours Monday-Friday 1-4pm.

Source URL: <https://careers.unc.edu/students/resumes-and-letters/cover-letters>

Links

[1] <https://careers.unc.edu/students/resources/schedule-appointment>