**Rachael Gonzalez**

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Eugene, Oregon 97403

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September 28, 2021

Jessica Matthiesen

Undergraduate Program Director

School of Planning, Public Policy and Management

1209 University of Oregon

Eugene, OR 97403

Dear Ms. Matthiesen:

Your opening paragraph should clearly state what position you’re applying for and introduce why you are applying. You need to understand the position and the mission of the organization. Do not develop a cover letter template and just change position titles. Cover letters **must** be tailored to specific positions. The opening paragraph is shorter than the next one or two paragraphs.

The second (and possibly third) paragraphs highlight your education and experience as it relates to the position. The information should be concisely stated and **relevant** to the position. It’s important to do some research on the organization and make a connection between your experience and the position. **Remember:** For a job application, it’s not what the position will do for your career, but what you will do for the organization. For an internship application, it is relevant to discuss how you want to learn and develop, and how the internship fits into your broader goals and plans.

If you have substantial experience that is relevant to the position, use a third paragraph to describe how it supports your qualifications for the position. Bullets are not for everyone, but if you have several examples of lengthy relevant experience, consider a bulleted series in your third paragraph:

* This will draw attention to your specific experience.
* Each statement should be no longer than two lines.
* Limit the series to three bullets.

Your closing paragraph should be short and summarize your interest and qualifications. Express your appreciation and that you look forward to an opportunity to explore/discuss how your experience and training would be a good match for the position. If your email and phone number are stated above, don’t repeat in the closing.

Sincerely,

e-signature or hand-written signature

Rachael Gonzalez