**Cara H. Dune**  
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Friday, October 21, 2022

Name of Contact

Title of Contact

Organization Name

Organization Address

City, State, Zip Code

Dear Mr/Mrs/Mx/Dr Name:

Write your letter here. Be sure you follow the block paragraph format. Adding a space between paragraphs without any idents. Keep your cover letter to one page. It’s going to be short and sweet, so make sure your words count. Avoid being wordy and stick to active voice and strong verbs. Really think about what you want the reader to learn about you. You want to promote yourself but avoid arrogance. Convey your personality. Be honest and forthcoming. If there’s gaps in your resume, use the cover letter to address that. Highlight other areas where you will shine.

Should be approximately 4 paragraphs. Start with an introduction, how did you hear about the position? Make sure to mention to job title. Express your interest and explain why you are qualified for this position. Forecast what you will be discussing in the rest of the letter (think: thesis statement).

Middle paragraphs should outline your qualifications. Make sure you are connecting them to the company’s values and needs. Use each paragraph to highlight a distinct qualification. Your qualification with the jobs should be consistent with your resume. Do NOT just type your resume here. Focus on the TSARC paragraph formula. Start with a trait about you or the place you apply for. Situation- establish context and what you have done before that relates to this. Action – what did you do in the context. Result- what did you do successfully in the context and action. Connect to the big picture- this is your time to show them so what. This should include a flattery for them before you going into you.

Concluding paragraph should mention what else is in your application (CVs, writing sample, resume, etc.). express your interest in an interview if apropos. Offer to provide additional information if needed. Always leave with a thank you for their time and considerations

Sincerely,

Cara H. Dune

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