**LEEDS COVER LETTER TEMPLATE 2025**

Boulder, CO (remove if job is outside CO) • firstname.lastname@colorado.edu • 303-333-3333 • [www.linkedin.com/in/name](http://www.linkedin.com/in/name)

Dear Hiring Manager/Hiring Committee (use a specific name here if you have one),

The first paragraph of a cover letter should answer the question, **“Why are you interested in this position/company?”**.

* State where you are attending school, what year you are, and what your major(s) is.
* Indicate what role you are applying for and how you found out about the job if it was through an employee referral (if so, share the person’s name here).
* Share what stands out to you about the role or the organization, demonstrating that you have done research on the company. What is their mission, and how do your values align? What interests you about the position/company: clients, asset class, specific projects, etc.?
* Broadly outline how your skills and experiences align with this role in one sentence.

The second/third paragraph(s) of the cover letter should answer the questions, **“How are you qualified?”** and **“What value do you bring to the organization?”**.

* Pick 2-4 bullet points from the qualifications section the job description and pull examples from prior work experiences, internships, clubs/organizations, volunteer work, class projects, etc. that demonstrate how you have utilized these skills or successfully performed these job functions.
* ***Example****: X Company is looking for (list 2-4 skills from the job description). During my time at the Leeds School of Business, I had the opportunity to apply key concepts in (course name) through a hands-on project that closely mirrors the responsibilities of this internship. As part of a semester-long (****type of project e.g., team consulting project, financial analysis, marketing campaign)****, I (****briefly describe what you did and what skills you utilized - e.g., financial modeling, market research, project management),*** *ultimately**(****mention results, deliverables, impact, or insights****)****.***
* If the job description calls out transferable skills such as customer service, make sure you address these as well.
* ***Example:*** *While working at X Company, I gained experience in (customer service, time management, organization). For instance, I (describe an example in which you de-escalated a situation with a frustrated patron, managed competing deadlines simultaneously, etc.). This is transferable to X position at X Company because (showcase how it relates).*

The final paragraph of the cover letter is a **summary and call-to-action**.

* Reiterate your excitement for the role, summarize how and why you are qualified, and let the reader know you look forward to hearing from them soon.
* Cover letters should be approximately 3/4 of a page in length, single-spaced.
* Font size should be no smaller than 10 pt., and margins should be .5-1”.
* Submit the document as a PDF.
* It is not advisable to utilize generative AI to fully write a cover letter for you. Doing so is obvious and can demonstrate lack of effort. Instead, consider using AI to create an outline for a cover letter, optimize specific language, etc.

Sincerely,

First Name Last Name

Bachelor of Science in \_\_\_\_\_\_\_\_\_, Class of 202X

Leeds School of Business, University of Colorado Boulder