

## Cover Letter/LOI Handout

### Introduction

Checklist	Your Paragraph (Write Your Version Here!)
<ul style="list-style-type: none"> <li><input type="checkbox"/> Address hiring manager/program director.</li> <li><input type="checkbox"/> Mention your academic training.</li> <li><input type="checkbox"/> Mention how you learned of the position and any relevant contacts.</li> <li><input type="checkbox"/> State why you are interested in the position and any relevant professional goals.</li> <li><input type="checkbox"/> Introduce 2-4 superpowers.</li> </ul>	<ul style="list-style-type: none"> <li>● Introduce Yourself</li> <li>● Why Them</li> <li>● Why You</li> </ul>

### Body Paragraph #1

Checklist	Your Paragraph
<ul style="list-style-type: none"> <li><input type="checkbox"/> Include a topic sentence that mentions your first superpower.</li> <li><input type="checkbox"/> Include a meaty anecdote that provides evidence of that superpower.</li> <li><input type="checkbox"/> Describe what you liked, what you learned, and what you can contribute as a result of that experience.</li> </ul>	<ul style="list-style-type: none"> <li>● Topic Sentence</li> <li>● Example</li> <li>● Reflection</li> </ul>

### Body Paragraph #2

Checklist	Your Paragraph
<ul style="list-style-type: none"> <li><input type="checkbox"/> Include a topic sentence that mentions your second superpower.</li> <li><input type="checkbox"/> Include a meaty anecdote that provides evidence of that superpower.</li> <li><input type="checkbox"/> Describe what you liked, what you learned, and what you can contribute as a result of that experience.</li> </ul>	<ul style="list-style-type: none"> <li>● Topic Sentence</li> <li>● Example</li> <li>● Reflection</li> </ul>

## Body Paragraph #3

Checklist	Your Paragraph
<ul style="list-style-type: none"><li><input type="checkbox"/> Include a topic sentence that mentions your third superpower.</li><li><input type="checkbox"/> Include a meaty anecdote that provides evidence of that superpower.</li><li><input type="checkbox"/> Describe what you liked, what you learned, and what you can contribute as a result of that experience.</li></ul>	<ul style="list-style-type: none"><li>● Topic Sentence</li><li>● Example</li><li>● Reflection</li></ul>

## Conclusion

Checklist	Your Paragraph
<ul style="list-style-type: none"><li><input type="checkbox"/> Summarize your three main superpowers.</li><li><input type="checkbox"/> Reaffirm interest in the program and how you can contribute.</li><li><input type="checkbox"/> Express enthusiasm and signal interest in next steps.</li></ul>	<ul style="list-style-type: none"><li>● Why You</li><li>● Why Them</li><li>● What Now</li></ul>