EY Center for Careers
How to Write a Cover Letter
for Indeed.com & other Online Job Searches

[This cover letter can be attached or used as the email when you are applying online - i.e. Indeed.com, Monster.com, Dice.com, company websites, other]

[If you are attaching the Cover Letter - include the Heading from your resume (name, address, phone, email) at the top, add a couple of blank lines, put Date on the left, add 3 - 4 blank lines, include Company Name, Address, City, State, Zip Code - use business letter format - see the other Cover Letter example.]

[For Attached or Email Cover Letter - continue]
Dear Human Resources Representative:

Paragraph 1 – Opening

==State the position== you are applying for (<u>use the firm's exact title</u> and the <u>firm name</u>) and ==why you are applying for this position==. Briefly explain what interests you about this position and the company (if relevant).

[In place of a Paragraph 2]
Option 1: *[Use the table below - insert the <u>name of the company</u> in the Heading for the left column. Copy and paste job requirements from the actual job description in the left column (about 5 - 7 bullet points). For the right column - use content from your resume, when possible, and create matching bullet points from your education, experience and skills to match the specific job requirements as closely as possible - place your customized bullet points in the right column, opposite the corresponding job requirements in the left column.]*

What [XX Company] is Looking For	How I Match
• Job requirement #1	• Matching statement #1
• Job requirement #2	• Matching statement #2
• Job requirement #3	• Matching statement #3
• Job requirement #4	• Matching statement #4
• Job requirement #5	• Matching statement #5
• Job requirement #6	• Matching statement #6
• Job requirement #7	• Matching statement #7

[The table above shows the recruiter how you match the job requirements, and it demonstrates that you read the job description and customized your cover letter for that position and company.]

Option 2: *[If you do not match up well to the specific job requirements, use this option. Create several bullet points that highlight your most relevant education (degree and courses), experience and technical and/or language skills - do not make a list of soft skills without examples.]*

Paragraph 3 – Closing

Thank them for considering you for the position. Include your contact information - for example, "If you have any questions, please contact me at (<u>your phone number</u>) or (<u>email address</u>)".

Sincerely (or Regards or Kind Regards or Best Regards),

Your Name