

# EY Center for Careers

## How to Write a Cover Letter

*(for Public Accounting Firms and Large Companies)*

[Use your Resume Heading (name, address, phone, email) at the top of the Cover Letter in the same format]

Date (Month xx, 201x)

Mr./Ms. Recipient Name (First and Last Name) \*\*

Firm Name

Street Address, Suite/Mail Drop (check the firm's website for the mailing address or business card)

City, State Zip Code

Dear Mr./Ms. Last Name - or - Dear First Name (if you know the person well): \*\*

*(If you do not know the name of the recruiter, address to "Campus Representative", "Firm Representative", "HR Representative" or similar.)*

**\*\* Make sure you use the correct name of the person and firm - it should match the firm to which you are applying !!!**

### Part 1 – Opening

Identify the position you are applying for (use the exact position title and the firm name) and why you are applying for this position. Briefly explain what interests you about this position - why audit? why tax? why advisory? why other? - and explain what specifically interests you about the firm. *(Do not just be vague that you like the culture, reputation or the people.)* Include what you learned from networking with the employer that added to your interest.

### Part 2 (can be 1 or 2 paragraphs) – Body of Letter

Share something(s) about yourself (not too personal) that gives an idea of who you are and how you handle challenge/stress (i.e., you work a lot of hours while going to school, you are self-supporting, you are a first-generation student, where you come from, how you learned English, obstacle(s) in life you have overcome, etc.)

and/or

You can describe 1 or 2 specific examples (1 to 2 sentences per example) from your work experience, classes, club involvement, volunteer work, or other life experiences that demonstrate the key skills that firms are looking for (i.e., leadership, teamwork, customer service, organization/time management, initiative, creativity, problem solving, communication skills, handling stress, etc.) **Do not just list a bunch of skills** (doing so is just sharing your opinion - instead, provide the factual examples that demonstrate the skills) - in other words, provide the "proof".

### Part 3 – Closing

Thank him/her for considering you for the position. Note that you would like to have an opportunity to discuss your qualifications and interest for the (title of position) with (firm name). Include your contact information - for example, "If you have any questions, you can reach me at (your phone number) or (email address)".

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

Your Name