

The Three-Paragraph Cover Letter Template

Not cardboard. Three short paragraphs, one real proof point, and an opening that doesn't start with "I am writing to apply for the position of..."

The structure

- ☐ **Open with a hook** — why this company / role, specifically. One genuine sentence, not a template.
- ☐ **Prove it** — one concrete story or result that maps to what they need. Show, don't claim.
- ☐ **Close with intent** — what you'd bring, and a simple, warm next step. No begging.

Fill-in template

OPENING — THE HOOK

When I saw [company] is [doing a specific thing you actually care about], I wanted in — because [one true reason that ties to the role].

MIDDLE — ONE PROOF POINT

In my [role / project / course], I [action] that [result with a number]. That's the kind of [skill the posting asks for] I'd bring to [their goal].

CLOSE

I'd love to talk about how I can help [team / company] with [their stated need]. Thank you for reading — I've attached my resume and would welcome a conversation.

Quick do / don't

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| ☐ Keep it under ~250 words. | ☐ Don't restate your whole resume. |
| ☐ Name one real, specific thing about them. | ☐ Don't open with "I am writing to apply..." |
| ☐ Use one proof point, told well. | ☐ Don't send the same letter to everyone. |