

**Please submit a different cover letter for each professor.**

Cover letters are a great way to introduce yourself, to convey your personality, and to impress the professors with your experience and writing skills.

Your cover letter should be short – generally no longer than 2-3 paragraphs.

**How to organize your cover letter:**

First, use the hiring professor's name in the salutation (Dear Professor \_\_\_\_\_:)

In your first paragraph, explain why you are applying for the project.

In the second paragraph, explain why you are a good candidate. Convey a clear story about your academic career, highlighting specific past achievements. This should be done as a narrative.

You may also highlight qualities you possess that do not fit the confines of a resume.

Finish your letter by indicating that you look forward to an interview.

Sign off with a "Sincerely," "Cordially," or a similar closer, followed by your name, email address, and phone number.