

## Cover Letter and Resume Format

\*this is a recommended structure, but it is not necessary to follow exactly. Use good structure/flow and appropriate transitions.\*

Current Date

UIC Student CORPS  
University of Illinois at Chicago  
1220 W Harrison St  
Chicago, IL 60607

To UIC CORPS recruitment:

*(Paragraph 1)* This paragraph should be about your purpose for applying to this position. Tell us how you heard about the job opening. Tell us why you are a good fit for this position. Treat this as an introduction and outline for the rest of the cover letter.

*(Paragraph 2)* The next paragraph should highlight a job/organization position that applies to the CORPS role. Mention skills you acquired from that position and how they can apply to our position.

*(Paragraph 3)* In this paragraph, describe another experience you had/have that has skills also applicable to this position. If you do not have another position experience, feel free to omit this.

*(Paragraph 4)* The next paragraph should talk about any other skills you have that you would like to highlight. If you speak another language, you can mention that here.

*(Paragraph 5)* The last paragraph should be used as a conclusion for your letter. State why you want this position. Tell us what you want to get out of this role, and can help you advance your career goals. Thank the reader for consideration and state that you look forward to hearing from the committee.

Sincerely,  
Name  
Your Phone Number  
Your Email Address

Your resume should be altered to mention skills that best apply to this position.

We recommend that you look through the UIC Careers guide on resumes:

<https://careerservices.uic.edu/students/resumes-cvs-cover-letters/>