Academy Cover Letter Tips

The below provides a suggested outline. Keep the letter no more than 1 page.

1. **Introduction.** **Tell a little about yourself (2-3 sentences)**

In this **first paragraph**, you should introduce yourself by briefly giving your background, major, and stating your current career goal or objective and why you want to join the academy.

1. **Second paragraph.** **Elaborate on your background (3-4 sentences)**

**The second paragraph** can help you elaborate on experience you have, whether it is academic (e.g., coursework), professional experience (e.g., jobs), or extracurricular involvement (e.g., student orgs). Briefly describe any experience you may already have. Think of any jobs, internships, and class projects that you have done. This paragraph might also explain how you came to be interested in your specific area of study.

1. **Third paragraph. Why is the Academy a good fit? (2-3 sentences)**

Here, summarize why you feel the Academy is a good fit for you and why you are a good candidate for the Academy as well. What makes the Academy interesting for you? It might even be that you want to join the Academy because you feel it will give you a better feel for the field.

1. **Closing paragraph: Summarize what you stated above and restate your interest**

This is a chance to briefly restate your interest and thank the reviewer for considering your application.

Some additional resources:

* The University Writing Center is available to help as well and can help proofread and edit your letter.  They are located in the library and link to the website is: <https://www.utep.edu/uwc/>.
* The Career Center offers templates for resumes and cover letters and those can be found here: <https://www.utep.edu/student-affairs/careers/students-alumni/Sample%20Documents.html>