

Student Cover Letter and Resume Template

Fill out the fields below to create your customized cover letter and resume. Once completed, you can print this page to save your physical copies.

Part 1: Cover Letter Template

Your Contact Information

Your Full Name:

Current Address:

Phone Number:

Email Address:

Date:

Recipient Contact Information

Hiring Manager Name:

Company/Organization Name:

Company Address:

Letter Body

Salutation:

Introduction (State the position you are applying for and why you are interested):

Education & Academic Highlights (Describe how your schoolwork relates to this role):

Key Experience & Projects (Detail your relevant projects, activities, or prior jobs):

Conclusion (Reiterate your enthusiasm, mention attachments, and request an interview):

Sign-off (e.g., Sincerely, Respectfully):

Your Printed Name:

Part 2: Resume Template

Resume Header

Full Name:

Contact Info (Email | Phone | Portfolio / LinkedIn):

Objective Statement

Career/Academic Goal:

Education

School Name:

Degree, Major, or Diploma:

Graduation Date (Month, Year):

Relevant Coursework or GPA:

Experience (Jobs, Volunteer Work, or Internships)

Role 1:

Job Title / Position:

Company / Organization:

Dates of Service:

Key Responsibility 1:

Key Responsibility 2:

Role 2:

Job Title / Position:

Company / Organization:

Dates of Service:

Key Responsibility 1:

Key Responsibility 2:

Skills & Languages

Technical Skills:

Soft Skills / Personal Qualities:

Languages:

Projects & Extracurricular Activities

Project / Activity 1:

Project / Activity 2: