

Graduate School Application Cover Letters:

Paper applications and supporting material sent via the post to graduate schools require cover letters. Cover letters should be approximately 1-2 paragraphs and contain:

- 1) **What is enclosed in the envelope and why.** Do not make the reader guess why you are sending the following materials. State what program you are applying for and for what year/semester.
- 2) **Tell specifically how you heard about their program.** Write if their website impressed you, if it was a family member, friend, advisor, faculty, recruiter or mentor. It is appropriate to mention the name of that person in the cover letter, especially if it is a recruiter or someone who works in that program.
- 3) **Convince them to really take a look at your application.** Make sure the cover letter is well written and targeted for that program. The department website is a great way to incorporate the main points and goals of that program,
- 4) **Take the opportunity to really show them your attitude.** Success in the application process is 80 % attitude. The cover letter should state how excited you are about the prospect of becoming a student in the graduate program.
- 5) **Provide or refer to any information that you would like to highlight about your application or anything you feel you were not able to mention in your application.** Work and on-hand experience are great points to focus on.

Sample Cover Letter:

Hunter Thomas
14 Breakers Way
Pacifica, CA 97854
hunterthomas@email.com

Dr. Greg Hijio
Department of Psychology
293 High Street.
Green University
Canton, NY 29382

RE: Application for Master's Degree in Counseling Psychology

Dear Dr. Greg Hijio,

It is with much pleasure that I submit my application for a Master's Degree in Counseling in the Department of Psychology at Green University. I am particularly interesting in the Counseling program at Green University because of the extensive research that professors Smith and Jones have conducted in Child and Family Counseling.

At present, I am completing my Bachelors of Science in Psychology at Roanoke College, and I look forward to continuing my education in the pursuit of a career in Child and Family Counseling. During my Junior and Senior year I worked with Dr. Voltar conducting research on the relationship between personality and addiction. I also had the opportunity to gain first-hand experience of the counseling process during my internship at the Sam Sneed Psychiatric Ward. I believe that these experiences have prepared me for graduate school and make me a good fit for your program.

Thank you for your time and consideration. Please contact me if there is anything else I need to provide. I look forward to speaking with you further in the future.

Sincerely,

Hunter Thomas

Enc:

- graduate school application
- statement of purpose
- Vita
- writing sample