

# Cover Letter Quick Tips



## Cover Letter Essentials

The cover letter introduces you to potential employers and demonstrates how your strengths match the position.

Your cover letter should be focused on the needs of the organization, not yours!

Modify and tailor your cover letter for each position!

### Opening Paragraph

The opening paragraph addresses the question **why them**. Describe how you found the position and what you are applying for. If someone referred you, this is the place to mention their name. Highlight why you are applying to this company, and specifically why you are interested in them. You can introduce yourself in this paragraph or the next. End the paragraph with your thesis sentence: this is the top two or three reasons you're interested or qualified for the position

### Middle Paragraph(s)

Here is your chance to expand on your thesis sentence, with concrete examples demonstrating your skills and experience. Highlight your knowledge of the company indicating how your experiences will fit with their needs. Address any specific qualifications in the job description. The middle paragraph(s) answer the question **why you**. Review the job description and incorporate the industry language and action verbs used in the job description.

### Closing Paragraph

This can be a simple paragraph, reiterating your interest in the position and thanking the employer for taking the time to read your cover letter. Be sure to indicate how or when the employer can reach you.

## Tailor Your Cover Letter

Review the job description for the action verbs and industry language in the posting.

Incorporate the appropriate industry language and action verbs into your cover letter to demonstrate fit.

## Cover Letter Review:

Have your cover letter reviewed for content, typos, and grammar. Do not send a cover letter without having someone review it!

## Your Name

Street Address, City, State , Zip  
Phone Number– Email



### Tip:

Use the same heading (or brand) that you used on your resume.

We recommend that you copy and paste your heading (or brand)

Month, Date, Year

Employer's Name

Employer's Title

Company Name

Employer Street Address

City, State, Zip Code

Dear Mr./Ms./Dr. Last Name (note: if no specific person's name is available use a generic title such as Human Resource Manager, Selection Committee, Hiring Manager)

### Opening paragraph

State the position you are applying for, how you found out about the position, and ask for consideration based on the skills and experiences you have to offer. If you were referred by someone, state that here. Make a statement about how you would be an excellent fit for the company and job.

### Middle paragraph(s)

In this section, you want to build a connection between the company's needs and your background and skills. Stress what you have to offer, not what you want from them. Identify those parts of your experience that will apply to what **THIS** employer is looking for. You can draw attention to relevant internships, professional experience, coursework, special projects and/or campus activities - as long as they show a direct relationship to the position you are applying for. Do not simply restate your resume, rather expand upon a specific project and/or accomplishment.

### Closing paragraph

Restate your interest in **THIS** position and how your unique qualifications fit **THIS** position. Request an interview and thank the reader for his/her/their time and consideration.

Sincerely,

*Your Signature*

Type your name



### Tip:

Only sign your name if mailing your cover letter.

\_\_\_\_\_  
If you are going to attach your cover letter in an email or online job posting site - a signature is not required.

**Andy Badger**

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**Traditional Cover Letter for an existing open position.**

May 14, 2016

Ima Boss  
IT Manager  
XYZ IT Solutions  
123 Bell St.  
Amarillo, TX 79109

Dear Mr. Boss

I am very excited about your IT intern position that is currently posted on College Central Network through the Career Services website at Amarillo College. I have multiple years of experience working with computers and would like the opportunity to help XYZ IT Solutions grow as a leader in the Amarillo area.

Since I started my academic program at Amarillo College, I have worked with the IT department at Amarillo College. I have learned how to diagnose and fix issues related to software, hardware, and the network. Additionally, I have taught many of the campuses professors how to integrate Blackboard within their classroom(s). Finally, as the President of Phi Theta Kappa (Honor Society), I have streamlined how we advertise our fundraising campaigns by building an organizational website.

Again, Mr. Boss, I am truly excited about the possible opportunity to help XYZ IT Solutions continue its dominance as Amarillo's premiere provider of IT services and solutions. I would like to thank you in advance for an opportunity to interview, and I look forward to hearing from you.

Sincerely,

*Andy Badger*

Andy Badger

**Andy Badger**

2201 S Washington St, Amarillo, TX 79109  
806.867.5309 – abadger@gmail.com

**If done correctly, a T-letter can provide you a high impact alternative to a traditional cover letter.**

May 14, 2016

Ima Boss  
R.N. Supervisor  
Baptist St. Anthony's  
1600 Wallace Blvd  
Amarillo, TX 79106

**First paragraph should grab the readers attention and answer two important questions. Why them? Why you?**

Dear Mr. Boss

Every day I am thankful for the caring and compassionate healthcare providers at Baptist St. Anthony's. When I was a young child, I was involved in a horrific car accident and were it not for the amazing facilities and professionals at Baptist St. Anthony's, I probably would not be here today. This accident was a life changing event and it set me on my nursing path.

**Your Requirements**

**My Skills**

Nursing Experience

I have been working within the healthcare field for almost six years as a C.N.A. and a L.P.N. Additionally, my clinical rotations in my R.N. program further assisted me in my professional development.

Computer Knowledge

I feel confident that my computer skills meet and exceed what you are looking for. Not only do I know EMR and Soarian, but I also know MediTech, HMS, and EPIC.

Communication

My current employer has awarded me with the "Compassionate Nurse" award, for my ability to deliver not only compassionate care for the patient, but also my effectiveness in communicating not only to the patient, but their family as well. Additionally, I have a knack for communicating important information with the other healthcare professionals that I work with.

I would love to discuss with you further how my experience and talents will fit within the culture of Baptist St. Anthony's. Thank you for your time and consideration.

**Called a T-letter because the white space looks like an upper-case**

Sincerely,

**Keywords or phrases taken from the job posting should be used. Use their high priority ones.**

Andy Badger