



Cover Letter Writing Guide

A cover letter serves as an introduction; it gives you the opportunity to discuss your interest and qualifications for the position you are seeking.

Things to consider when creating your Cover Letter...

Include with your resume, print on the same resume paper used for your resume

Keep it concise

Tailor to each employer, research the position in relation to how you may benefit the company in that

Be specific and personal

Cover Letter Format

Your Name *(This section may match the heading on your resume)*

Address

City, State, Zip

Date

Employer Contact Name

Title

Organization

Address

City, State, Zip

Dear (Mr., Ms., Dr., Contact's Last Name):

Paragraph 1: State why you are writing and your interest in the position. If you are writing to apply for a certain position, state the title. Be sure to explain where you heard of this person, organization, or opening. When writing to inquire about possible openings, state the specific area you are interested in. Be enthusiastic here so they read on!

Paragraph 2 & 3: State the specific qualifications that make you a strong candidate for this opportunity. This is where you sell yourself. Relate your skills to the job description and responsibilities as well as the company's values and purpose (but NEVER lie about this information). Show that you have an interest in this particular job or organization rather than just a general interest in having any job. Remember that the employer is interested in how you can fill his or her needs, not just how the job will fill your needs. This information may be divided into 2 paragraphs to further relate specific qualifications you have or things you have done that are directly related to the requirements of this position.

Paragraph 3: State what next steps you will take. Express your desire for an interview and specify how and when you are going to contact the person to set one up. Provide your phone number for contact. Always thank the person and express your appreciation for their time.

Sincerely,

(Your signature)

Your Name Typed (as it is on your resume)