

Cover Letter 101

What is it? A formal letter that answers the question, “why should I hire you?”, and states your intent to apply for a position or organization, highlighting your interests, qualifications, education, and experiences tied to the job description.

A strong cover letter is **one page** and should be **customized** for the specific position you are applying for.

General Tips:

- Connect your skills and experiences to the job description
- Tailor each cover letter to the job you are applying for
- Use the same font as your resume
- Only one page

Structure:

- **Heading:** This includes your name, local address, phone number, email address, date (month/day/year), name of specific person and/or title, and address of the company
- **Introduction:** 2-3 sentences
- **Body:** 1-2 paragraphs
- **Closing:** states your action of follow up
- Close the letter by stating sincerely, and your name.

Keys to Developing and Completing a Strong Cover Letter

First Paragraph – states why you are writing, how you heard about the job, and to which position you are applying

Second and Third Paragraphs – your opportunity to explain why you are qualified for the position. Discuss your knowledge, skills, and abilities as they specifically relate to the advertised position. You can highlight key pieces of your resume. Customize it for the specific position you are applying for – know what skills and experiences they are looking for and show why you are a great fit for the role

Final Paragraph – your “call to action.” State your desire for an interview and outline the documents you have included, and thank them for considering your application

Cover Letter Sample

First Name
Address
Email | Phone number

Contact person
Title
Organization Name
Organization address

Date

Dear Mr./Ms./Dr. Or first and last name of the Contact person,

OPENING PARAGRAPH

Tell why you are writing; be specific about the position for which you are applying. Give information to show your specific interest in the organization. Mention the name of the person (if any) who referred you to the position or organization, or state how you learned of the position.

MIDDLE PARAGRAPH

(Include the following)

State your knowledge of the skills required in the position. Expand on your background to show why you should be considered. Refer the reader to your qualifications on your resume or other materials. Try to make as many connections between your background and the job as possible.

CLOSING PARAGRAPH

(Include the following)

Indicate that you look forward to hearing from them to further discuss the position. Refer to any documents enclosed such as your resume, references, etc. Thank them for their time and consideration.

Sincerely,

(Your signature)

Your name is either signed or typed