

COVER LETTERS

ARE COVER LETTERS NECESSARY?

A cover letter shows an employer how your experience qualifies you for a particular position. Let them know why you want to work in their industry and for the specific organization and how you will meet the needs listed in the job listing. This is a great space to show off your writing skills. In most cases, a cover letter should accompany a resume.

WHAT IS THE BEST WAY TO SEND A COVER LETTER?

Use the method the employer requests. If none is specified, you may send an email with the cover letter in the message section and your resume as an attachment or with both your cover letter and resume as attachments. You can also insert a cover letter into the job application section of an employer's website.

- 1 Use the same heading you use for your resume.
- 2 If a name is unknown, or you are unsure of the appropriate prefix, use the position title. Then, use a colon.
- 3 Tailor your letter to the position description. Focus on strengths that define you as a candidate and are relevant to the position.
- 4 If printing, leave four spaces to sign your name. If emailing, leave only one space since there will not be a signature.

- ✓ A one-inch margin all around is preferred. If printing, use quality paper that matches your resume.
- ✓ The tone and formality of a cover letter varies based on industry and company culture.
- ✓ Conduct a spell check and review your letter carefully for errors.

SAMPLE COVER LETTER

1 **YOUR NAME**
City, State Zip Code
Phone Number
Email Address
LinkedIn URL (optional)

Date

Employer's Name (if specific person listed)
Title (if specific person listed)
Company Name
Address
City, State Zip

2

Dear Ms./Mr./Dr. Full Name (if specific person listed)/Hiring Committee:

OPENING PARAGRAPH: State that you are applying for a specific position and how you learned about the position. Use a contact name when possible. Personalize the letter by saying why you want to work for this organization.

3

MIDDLE PARAGRAPH(S): Succinctly outline the qualifications that make you a strong candidate. Avoid writing a chronology of your experiences; instead, relate your qualifications to the needs of the current job opening. Specific examples can demonstrate your skills and experiences.

CLOSING PARAGRAPH: Repeat your interest in the position. Thank the employer for reviewing your resume. Showcase excitement by indicating your eagerness to discuss the opportunity further.

Sincerely,

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Your Name Typed (in the same font as the letter)