

Writing a Cover Letter



Why write a cover letter

- To highlight your most relevant skills and why they fit the job
- To communicate knowledge of the job and company
- To show interest and enthusiasm for working with the employer

The basics

Use the same header as your resume

- Your name, address, phone number, email, and the date
- The position you're applying for
- The contact person, their job title, company name, and mailing address
- A greeting (Dear or To) to the contact person along with their name/job title (this may require some research on your part)
- 1 opening, 2-3 middle, and 1 closing paragraph (2-3 sentences each)

Opening section

- Begin with a statement that shows enthusiasm for the job (*I am pleased to learn; I am delighted by the opportunity*)
- Share how you learned about the job and note if someone referred you

The letter is a preview of what you're like at an interview

Middle section

- Scan the job posting and company website for strengths, skills, and needs to reference in your letter
- Be specific about your past accomplishments from work, volunteering, and school + link them to the job requirements
- Note your strengths and how they align with the company's culture, values, and future

Closing section

- Thank them for reading and express interest in an interview

- Reinforce what you do best & the value you bring
- Tell a story & be sure to proofread