

COVER LETTERS



Purpose:

- To elaborate on your qualifications for the job and your interest in the company
- To convince an employer to bring you in for an interview

ANATOMY OF A COVER LETTER

CONTACT INFORMATION

- Copy your name and contact information formatting from your resume to serve as your personal letterhead

DATE

COMPANY NAME AND ADDRESS

GREETING

- Use a polite greeting such as “Dear Hiring Manager” or “Dear Company Name”

OPENING PARAGRAPH

- Tell them the position you’re applying for and how your skills, experiences, and knowledge make you a great candidate for the role

BODY PARAGRAPH(S)

- 1-2 paragraphs elaborating on the specific skills and abilities you gained through your education and experiences that have prepared you for this position
- Supplements your resume by providing a more in-depth description of your key qualifications

CLOSING PARAGRAPH

- Concise conclusion, including a request for an interview

SIGNATURE

- End the letter with “Sincerely” and then your name

COVER LETTER TIPS

DO

- Use key words from the job description
- Research the company online
- Keep it on one page

DON'T

- Don't submit a generic cover letter (customize it!)
- Don't have errors or typos - ask multiple people to edit

WANT COVER LETTER HELP?

Our career specialists are happy to meet with you to help you with your resume

Schedule an appointment in-person or online from our Center for Career Connections website

