

Cover Letter

A cover letter introduces you to a potential employer, explains your purpose for writing, highlights why you are the best candidate for this opportunity, and requests an opportunity for a meeting. The letter details your qualifications, and reveals how effectively you communicate.

ALWAYS WRITE A COVER LETTER, especially if the application instructions ask for one, but even if the instructions don't specifically ask. It is always important to read any instructions given when applying to any job.

Cover Letter: Three Paragraphs



PARAGRAPH 1:

- Why you are writing to the employer and what position you are applying for.
- How you learned about the opportunity and any potential company connections you have.
- Express enthusiasm for the role and demonstrate research you have done for the organization.



PARAGRAPH 2:

- Expand on your resume based on the qualifications and experiences you have that are relevant to the position.
- Focus on specific accomplishments that demonstrate how you are the best fit for the job opportunity.



PARAGRAPH 3:

- Thank the reader for their time and consideration.
- Indicate your desire to further discuss how you can be an asset to their company.



Do

- ✓ Research the company so you can customize your cover letter
- ✓ Open with an enthusiastic sentence about why this job is exciting and what you bring to the table.
- ✓ Expand on experiences in your resume that are relevant to the job you are applying to.
- ✓ Demonstrate your passion and the impact you have made or will make.
- ✓ Send a cover letter with every application, not just the ones that request one.



Don't

- ✗ Send the same generic cover letter with every application.
- ✗ Repeat what is in your resume.
- ✗ Write a long cover letter. It should be read at a glance.
- ✗ Try to be funny or too casual.
- ✗ Send a cover letter without proofreading to correct spelling and grammar errors.

How to Guide:

Cover Letter Example

FIRST AND LAST NAME

Town, State Abbreviation | 111.111.1111 | [Hello@gmail.com](mailto>Hello@gmail.com) | [LinkedIn Profile](#)

Month Day, Year

Full Name of Main Contact

Title of Main Contact

Name of Organization

Street or P.O. Box Address

City, State Zip Code

To Whom it May Concern: *(Use name if known)*

The first paragraph should state why you are writing, how you learned of the organization or position, and basic information about yourself. You can express professional enthusiasm about your application, demonstrate research you have done on the company, or share a personal connection. *(Keep this introductory paragraph brief).*

The second paragraph should state why you are interested in the position you are applying or the employer. Reference the job description and select one or two main responsibilities that you have experience with. Use this section to discuss your experience with these responsibilities. Provide specific examples of when you accomplished this responsibility or developed transferable skills relevant for the position you are applying to. *(Example: You are seeking a candidate who can (insert main responsibility). I am confident I can successfully accomplish this task because of my experience, (reference where you have completed this responsibility or developed a skill that has prepared you for this responsibility).* You have the option to expand on this or repeat this process with your second main responsibility. This section may be more than one paragraph, especially if it becomes lengthy. In addition to your work experience, remember to identify your educational experience. Specifically name the degree or certification you are obtaining or have received. *(Focus on what you can offer to the employer, not what they can do for you.)*

The third paragraph should conclude your cover letter. You do not want to include any new information. Let the employer know you welcome the opportunity to discuss your qualifications for the position. Thank the employer for their time and consideration.

Sincerely,

(Optional: Print and sign for a hand-written signature.)

Your name