

Your Cover Letter



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Overview

- Should be tailored for each specific job opportunity and tell the reader why you are qualified for the position
- Write clearly and simply. Use industry keywords if possible
- Mention something you know about the organization that is related to the position you are applying for

Cover Letter Sections

Header

- List your street address, city, state, and zip code
- List the date
- List the employer's name, title, organization, street address, city, state, and zip code

Greeting

- Use a proper salutation, such as "Mr., Dr., Ms." and the recipient's last name. For example: "Dear Ms. Miller,"
- Avoid phrases, such as "Dear sir or madam" or "To whom it may concern"
- Try to find a specific person within the organization to address the cover letter to whenever possible

First Paragraph

- Should state why you are writing and capture the interest of the reader
- Identify the position you are seeking and the source where you found the opening. If you were referred by a specific person, identify them in this section
- Specify your interest in and describe your knowledge of the position and organization

Second Paragraph

- Should make the connection between the position requirements outlined in the job description and your background, skills, and experiences
- Include specific examples of your accomplishments which match the position description
- Do not simply repeat all of the information listed in your resume

Final Paragraph

- Should restate your interest in and enthusiasm for the position and organization
- Include a future plan of action, such as a date that you might follow up with the employer
- If necessary, specify your preferred contact information (phone, email)
- Thank the reader for their time and consideration

Closing

- Use a closing line, such as "Sincerely," "Regards," or "Cordially"
- Type your last name
- If sending a hard copy, sign the letter in blue or black ink
- List documents included with "Enclosure: Resume"

Formatting

- Spacing: Skip one line between paragraphs, skip two lines between the last paragraph and the closing, skip four lines between the closing and your typed name, skip two lines between your typed name and enclosure
- Make sure the font matches the style of your resume and is simple and easy to read
- If mailing, print your cover letter on resume paper (the same paper used for your resume)
- Convert your cover letter and resume to PDFs to make sure the formatting remains consistent