



Top 5 Cover Letter Tips

A cover letter is a statement of intent to an employer in a job application, stating why you are interested in and qualified for an opportunity. It is a way to demonstrate your writing skills and emphasize how you and the organization are a good fit for each other based on your qualifications and interests/goals. A cover letter may also accompany applications for continuing education programs, fellowships, and scholarships.

1. Overall formatting:

- Use business format with name, date and contact information at the top, and a signature at the bottom. If applying to jobs outside of the U.S. and Canada, your full address may be a requirement. Some government jobs may require a mailing address. If you'd relocate to where the position is only if you got the job, consider writing, "Open to Relocating to [City, State of company]."
- Clear and concise, and grammatically correct with no spelling errors.
- Written for employers and Applicant Tracking Systems (ATS).

2. Introduction:

- Identify the position you are applying for and explain why you are interested in the job.
- Describe how you heard about the opening.
- Use wording that is creative and catches an employer's attention quickly.

3. Skills and experiences related to position:

- Identify two or three of your strongest qualifications and clearly relate how these skills apply to the job at hand and why you are the best candidate.
- Explain specifically why you are interested in the position and this type of job/organization.
- Incorporate key words from the job description that apply to your skills and experience
- Use this section to include something meaningful and relevant that is not on your resume.
- Do your research and mention organization values.

4. Closing:

- Restate interest in job position.
- Refer the employer to your resume or any other enclosed documents.
- Thank the employer for their time and consideration.
- Include next steps or a call to action for follow up with the employer.

5. Required vs. Non-required Cover Letters:

- Opting to write a cover letter gives you more opportunities to distinguish yourself. If it is optional, always exercise the option to write one! This shows that you are serious about the position.
- Cover letters let employers learn more about you than what is on a resume. You can more clearly convey your motivation/enthusiasm or address unique circumstances or background information.
- While your resume is essential to the hiring process, including a well-written cover letter can increase your chances of securing the job.



Cover Letter Guide

John Doe

LinkedIn URL (optional) | City, State | Phone Number | johndoe@email.com

Today's Date

Ms. Jane Doe

Title

Organization

Street Address

City, State Zip Code

Dear Ms. Doe:

1st Paragraph – Tell the employer why you are writing to them (i.e., to apply for a specific position). Mention how you heard about the job opening, whether it be through word-of-mouth, LinkedIn, or an online jobsite. Include relevant details such as your major/classification, school, and career interests and goals. Explain why you are interested in working with the company/organization and why you believe that you would be an excellent fit for the position.

2nd Paragraph – Connect one or two of your qualifications with the job description of the position you are applying for. Use words from the posting that apply to your skills and be confident! Discuss any experiences that you believe to be most relevant to the employer. Try putting yourself in the employer's position and imagining what sort of qualities they are looking for in an applicant. You may wish to elaborate on information that you included in your resume. However, do not repeat this information word for word. Instead, try going into greater depth and explain how you utilized your knowledge, skills, and abilities during those experiences to effectively perform your tasks, duties, and responsibilities. In addition, if you would like to discuss any information that is not included in the resume, you may do that as well, so long as it is both meaningful and relevant.

3rd Paragraph – Begin the final paragraph by restating your interest in the job and why it means so much to you. Let the employer know that you look forward to hearing from them and that you hope to meet with them soon to discuss your qualifications. You will close the letter by thanking the employer for their time and consideration when reviewing your application.

Sincerely,

[Your Handwritten Signature if printed; use cursive or Italics font for electronic submission]

Type Your Name