



# COVER LETTERS

# COVER LETTER: **PURPOSE**

- Introduces you to a potential employer and highlights how your experience, skills, strengths and interest make you a good match for the position
- Provides opportunity to flesh out details from your resume or relevant examples in a narrative format
- **Cover letter should:**
  - Demonstrate your genuine interest in the company and show that you have taken the time to research and understand what they do
  - Focus on the needs of the employer and how you can serve them, less on you.
  - Be tailored to each position, like your resume

# COVER LETTER: **GUIDELINES**

- Use the same contact information as your resume
- One page long, 8 ½” x 11”
- .5” to 1” margins
- White paper (no colors)
- Don't start every sentence with “I” (remember that you're focusing on how you can contribute to **their** needs).
- Address the person directly if you know who will be reviewing your application. If you don't know a specific person, use **Dear Hiring Committee**.
- Use standard business format

## COVER LETTERS: **CONTENT**

- First paragraph – **“Why Them?”**
- Second paragraph – **“Why You?”**
- Third paragraph – **“Next Steps”**

# COVER LETTERS: **CONTENT**

## First paragraph – “Why Them?”

- Describe what position you’re applying for and how you found the position
- Highlight what interests you about the company (demonstrates that you’ve taken the time to research and know about them)
- End paragraph with two to three reasons why you’re a good fit for the position

# COVER LETTERS: **CONTENT**

## Second paragraph – “**Why You?**”

- Provide concrete examples of the 2-3 reasons you just listed about why you’re qualified for the position.
- Include specific experiences or academic highlights that directly relate to the qualifications that the employer is seeking.
- Close the paragraph with a summary sentence of your qualifications and a confident statement about how you would make a positive contribution to the organization.

# COVER LETTERS: **CONTENT**

## Third paragraph – “**Next Steps**”

- Reiterate your interest in the position and thank employers for taking the time to read your cover letter and consider you for the position.
- Indicate how and when the employer can contact you and that you look forward to hearing from them.

# BEFORE SUBMITTING RESUME AND COVER LETTER

## Make sure to submit a complete packet

- Resume
- Application
- Cover letter
- Make sure to include any supporting documents
  - Certifications
  - CPR Card
  - Licenses
  - Check Job Description for other required documents



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**YOU GOT THIS!**