

## WRITING A COVER LETTER

### WHAT SHOULD A COVER LETTER **DO**?

- Introduces you as a candidate and convinces readers to keep reviewing your application materials
- Allows you to provide a concise and specific description of how your experience and skills match the job
- Provides an opportunity to illustrate your knowledge of the position/ company
- Explains why you want to work there and would be a good fit for the role

### WHAT SHOULD A COVER LETTER **CONTAIN**?

- Introductory paragraph that briefly states who you are, what position you are applying for, and why you're a good fit
- 1-2 paragraphs that provide specific examples of how your abilities, skills, and experiences match the needs of the company or the job. Focus on how you can benefit them, rather than the other way around.
- Closing paragraph that reiterates your interest in and qualifications for the position, requests an interview or further communication, and thanks the reader for considering your application

### **Other tips:**

- Don't just summarize the contents of your resume—go more in depth. Your cover letter and resume should work together to help the reader form a complete picture of what you offer as an employee
- When possible, always address your letter to a specific person (as opposed to "Hiring Manager" or "To Whom it May Concern"), even if you have to do some research to find the name
- Review your writing carefully. Even small typos or instances of ambiguity may reflect negatively on you, particularly when applying for positions where writing skills and attention to detail are important