

WRITING A COVER LETTER

Purpose

- An introduction to you as a candidate that convinces readers that they should keep reviewing your materials
- A concise and specific description of how your experience/skills match the job
- An opportunity to illustrate your knowledge of the position/company and why you want to work there

Structure

- Introductory paragraph that describes what position you're applying for, where you found out about it, and why you're a good fit
- 1–2 paragraphs that provide specific examples of how your abilities/skills/experiences match the needs of the company or the job: Focus on how YOU can benefit them, not the other way around. Don't just summarize what's on your résumé—go more in depth. Your cover letter and résumé should work together to help the reader form a complete picture of who you are and what you offer.
- Closing paragraph that reiterates your interest in/qualification for the position and requests an interview or states your intention to contact employer

Other tips

- Don't use the same cover letter for multiple jobs. Each cover letter should be tailored to the specific job in question.
- When possible, address the letter to a specific person (as opposed to "To Whom It May Concern"), even if you have to do some research or make a phone call to find the name.
- Review your writing carefully. Even a small typo can reflect badly on you, particularly when applying for a position in which writing skills and attention to detail are important.