Cover Letter

**Introduction:**

A cover letter is a one-page business letter typically submitted alongside a resume when applying for a job. It serves as a persuasive tool to convince the employer that you are a strong fit for the role. Rather than repeating the information on your resume, a cover letter allows you to highlight your most relevant experiences, skills, and qualities and explain why they make you an excellent candidate for the position. It's your opportunity to showcase your enthusiasm for the role and the organization while demonstrating how you can contribute to their success.

**Dos and Don’ts**

Do:

* Use the same header that is on your resume.
* Use the same font as your resume.
* minimize the use of “I.”
* talk about experiences and skills relevant to the job description
* address the specific hiring manager
* research the company

Don’t:

* use a generic letter for all your applications
* speak in generalities
* use bullet points
* make typos or grammatical mistakes
* repeat your resume

**Elements of a Cover Letter**

**Why you want the job |** The opening paragraph should introduce yourself, the job you are applying for, and 1 to 2 factors that attracted you to the company.

**Why you qualify |** The body paragraph(s) should identify 2 to 3 skills/abilities/experiences that make you a valuable employee and relate to the job description.

**Request for interview |** The closing paragraph should thank the reader for their time, invite the employer to follow up for an interview, and restate your interest in the position.

**Example:**

**Your Name**

professionalemail@email.com | (555) 555-5555

Month day, year

Name of the Hiring Manager

Title of Hiring Manager

Name of the Company

Street Address

City, State Zip

Dear Mr./Mrs./Ms./Mx./Dr./Hiring Manager,

The opening paragraph should introduce yourself, the job you are applying for, and where you found the position. Write 1 – 2 factors that MOST attracted you to the company/position.

The body paragraph(s): you will identify 2 – 3 skills/abilities/experiences that will be valuable to the employer. Use the job description to find out what the employer is looking for.

The closing paragraph should thank the reader for their time. Invite the employer to follow up for an interview. Tell them how to contact you and restate your interest in the position.

Best/Sincerely,

Your name