

# Guide to Cover Letters

## Length

- 1 page, concise and articulate

## Format

- Use standard business letter formatting with the same font and heading as your resume

## Research →

- Find out the name of the contact person at the organization
- This might require an online search of the organizations website or a phone call to the organization

## Writing Style

- This is a writing sample and demonstrates your written communication skills.
- Be clear, use excellent grammar and perfect spelling

## Signature ↘

- For mailed and in person delivery, use black or blue ink to sign
- For electronic submission, type your name

A Cover Letter is a tailored, formal document designed to tell an employer why you are the best candidate for a position. It typically accompanies your resume when applying for a job.

- Use black ink
- Proofread - there should be no spelling or grammatical errors
- Use a font that is easily readable - Times New Roman, Arial, Helvetica
- Use the same heading and font as in your resume
- Font size should be no smaller than 11 pt, - 12 pt is Ideal
- Focus on what you bring to the organization
- It should be easy to read, to the point and professional

## Heading Just Like Your Resume

Address | Email | Phone

Today's Date

Hiring Manager's Name

Title

Organization

Address

City, State, Zip Code

Ms./Mr./Dr. Last Name

First Paragraph: State the position that you are applying for and how you learned about it. This is especially important if you were referred for the position by someone who already works there, be sure to include his/her name. Indicate your enthusiasm for this position and/or the organization. This paragraph should be 3-5 sentences long.

Middle Paragraph(s): In 1-2 short paragraphs, 3-5 sentences each, indicate why you are a good fit for the organization. Demonstrate your knowledge of the organization and their product/services. Show how your education, knowledge, skills are a good fit for what they are looking for.

Give specific reasons you want to work at this organization but make sure you are indicating how you can solve their problem or fill the gap that they are experiencing in their staffing. Emphasize the qualifications you have that best match what the position requires, give specific examples. Do not repeat your resume but make strong connections between your abilities and their needs. Focus on what you can bring to the organization, not what they can do for you.

Closing Paragraph: Restate your interest in and qualifications for the position. Mention that you have attached your resume and express interest in an interview. State how and when you will follow up. Encourage them to contact you and be sure to thank them for their consideration.

Sincerely,

Handwritten Name (if mailing the letter or hand delivering)

Typed Name