Cover Letter Tips

Purpose of a Cover Letter
• Your Resume is only one part of your application
• Helps showcase who you are
• Describes additional details that may not be on your resume
• Allows you to tell your story and show your personality
• A writing sample
• Tells WHAT you can bring to the organization and WHY you want to work for them
• Communicates your passions
• Customized

What it is NOT
• A duplication of your resume
• A generic letter
• Long – keep it to one page maximum

Parts of a Cover Letter (Addresses and Introduction)
• Formal Letter – includes your address, the date, the organization’s address
• Address the letter to a specific person – if it is not on the job description, either search on their website or call the company to ask who to address your letter to!
• First paragraph briefly introducing yourself

Parts of a Cover Letter (Body-2nd paragraph)
• What skills and experiences you can bring to the organization
• Why you want to work for the organization
• Results you have achieved

Parts of a Cover Letter (Body-3rd paragraph)
• More specifically – why you want to work for THEM – what impresses you about the organization?
• Show that you have some knowledge of what the organization does and what it represents

Parts of a Cover Letter (Close-4th paragraph)
• Quick summary of what you can bring to the organization
• Potential availability and how to reach you
• Close with Sincerely and your Full Name