

Cover Letter Guide

Your address

Date of submission

Their name

Title

Company name

Address

Goals of a Cover Letter:

- Tell your story
- Connect who you are with what they are looking for
- Show your personality, creativity, and communication skills

Dear (First and Last Name)/Hiring Manager:

It's always best to address to someone specific.

- Let them know what you're applying for (title of the position)
- How you found out about it (*if referred or if you have a contact in the organization- put it here*)
- Include your college, degree, and major
- Include an attention-grabbing statement about how your experiences, skills, and education fit what the employer needs – this is the “hook”/transition into the next paragraph to get them to keep reading
- Common values or other researched information about them that you admire, why you want to work at THIS organization specifically, personal connection to this organization

Tell your story and give them examples of your experiences that would allow them to picture you at their company. Use direct examples that RELATE TO THE JOB DESCRIPTION and show that you have those skills through specific examples. Let the person reading draw their own conclusions, they might see skills in the example that you hadn't even thought about.

Let this paragraph flow, add components of your passion and personality in relation to your previous work that they can't find on your resume. Incorporate soft/transferable skills that aren't listed in your resume. Use words directly from the job description.

Elaborate using a 3rd paragraph for your experience if necessary. You can also put other information that you think is important that they know or consider. Otherwise, this is where you make the connection between you and the company more. Do research on the company, look at their mission statement and values, find what you relate to or what you like about what is said and talk about it. This is a paragraph where you talk about your passion for the industry, position, company, or any combination of the three. You can talk about the importance for what the company is doing, their goals, and your place in that.

Summarize: thank them for their time, emphasize why you 'fit', and provide your phone number and email address again to be contacted, and you're looking forward to speaking with them.

Sincerely,

Sign your name

Type your name



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