

YOUR NAME

Address | email | phone number | linkedin profile url link or online portfolio link

NOTE: You can use the same info from the top of your resume in your cover letter. This makes it easier to be identified in your application and saves you some room in your letter so you don't have to repeat your

Date of submission (Example: September 25, 2022)

Name of person addressing letter (if you know their name)

Company's Name

Address of Company

Dear (Mx. Last Name)/Hiring Manager:

NOTE: Make sure to use a COLON not a comma!

NOTE: Try to find who to address your letter too, either on the companies website, LinkedIn or [Careershift](#)

Paragraph 1: Make sure your intro sentence is attention grabbing. You want your intro to be unique and interesting from other applicants. You also want to let them know what you're applying for (title of the position) and how you found out about it (if you were referred or have a contact within the organization include it here). Add your college (education), degree, major, minors/concentrations/emphasis. It's important that this paragraph has energy, so including a statement that tells them WHY you are interested is key. What is it about the opportunity excites, engages, and/or inspires you? What about their organization makes you want to work there? Addressing these will convey authenticity and have greater impact than simply telling them that, "you're the perfect fit," or that, "they are a prestigious organization."

Paragraphs 2 & 3: As much as you may want to, it's not possible to address every skill in your cover letter. Its purpose, along with your resume, is to get you to the next step, the interview. The second and third paragraphs of your cover letter work most effectively when you tell your story through specific skills that have been highlighted in the position description. For the second paragraph, look at the description and identify a skill that you think they most seek in a candidate. Perhaps it's been mentioned more than once. Frame your paragraph through the lens of that skill by telling your story with examples that would allow them to picture you at their company doing that skill successfully. This works because you are able to tell more of the story than you can in a bullet point on your resume. 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. Your third paragraph follows the same strategy as the second. Look at the position description and identify another important skill that they seek. Utilize the same strategy as you did in your second paragraph to approach your third paragraph.

Paragraph 4: This is your close. In it you can summarize what you wrote about yourself and emphasize your "fit" for the position. Like your opening paragraph, it's important to convey enthusiasm for the opportunity and to thank them for reviewing your application materials. It's also good to ask them for an interview. Here's an example that might help: *"Thank you for the taking the time to explore my qualifications for this position. I am very excited to apply my skills in this role and would appreciate the chance to interview with you."*

Sincerely,

Signature

Your name typed

COVER LETTER WRITING TIPS

- A cover letter is **1 page**. And think of it as telling a story about yourself to the person. You are trying to connect your experiences and interests with what they are specifically looking for in their job description. Make sure to show your personality, creativity and communication skills as well within your letter!
- **Do not copy verbatim from your resume experiences.** Your cover letter is expanding and going more into detail about your relevant experiences you briefly highlighted in your resume. You want to make sure you link your experiences with the job position you are applying for.
- **Avoid cliché personality traits.** Try not to include “go-getter”, “thinks outside the box” or “problem solver”, etc. within your letter. Instead of stating these traits, expand on them through your experiences that show them along with your personality.
- Make sure to **fill as much of the page as possible** and that your font is between 10-12 pts. Use a serif sans font so it is easier to read.
- **Do not use the same cover letter for multiple applications.** Every company/job you are applying to is a little bit different and you don't want to accidentally include information from the wrong organization in your cover letter!
- To include the signature on the document you can try using Adobe Acrobat, [DocHub](#) (free/easy sign up with google account) or from another website such as [DocSketch](#).
- It is easier and generally better to use Microsoft Word when making a cover letter. And make sure to save it as a PDF to make it easier when submitting your application.
- **Use a colon!** Don't use a comma after the name of the professional you are addressing the letter to.
- If you do not want to include the information at the top of your cover letter, then make sure to include your email and phone number in your last paragraph so the person knows how to reach you.
- **Quantify your experiences when possible/relevant.** This means putting a number to something you accomplished. Some examples are, “I increased sales by 10%”, “I taught a class of 30 students 5 times a week” or “I managed an event for 500 guests”.
- **Avoid addressing the letter as “whom this might concern”.** It is best to try to find the name of the person who will be reading your cover letter. It shows that you researched into the company and makes the letter more personable.
- Drop in to see a Peer Career Advisor (PCA) to check over your cover letter before submitting your application.