

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