

Writing a Cover Letter

Purpose of a Cover Letter



- Accompany your résumé
- Introduce yourself and show your personality
- Highlight your accomplishments, skills, and qualifications
- Outline your experience in relation to the job description
- Pique the employer's interest and make them want to know more about the type of person you are and how you could benefit the company

Things to Keep in Mind



Time

- Potential employers only have seconds to review your résumé
- Use the time and space in your cover letter to explain any discrepancies in your résumé

Highlight

- Carefully review the job advertisement and customize your letter to match the job posting
- Highlight skills and qualifications that meet the job requirements

Format

- Proofread your cover letter from bottom to top
- Have someone else read it over
- Do not copy and paste your cover letter in the body of an email - send as an attachment

Cover Letter Tips

-  Tailor your cover letter to the job you are applying for
-  Keep it simple and to the point (no longer than one page)
-  Try to limit the use of the work "I"
-  Mention some of your accomplishments - give an example or two
-  Sign your cover letter (when giving a paper copy)
-  Use positive and affirmative language
-  Match the style of resume (e.g. same font and size)
-  Avoid repeating word for word what is on your resume - try rewording things or use new information



Key Elements of a Cover Letter

1 Contact Information

Begin by listing your name, mailing address, telephone number and email.

Follow with the date and employer's name, job title and mailing address.



3 Body (Development)

In one or two short paragraphs:

- Share your skills, qualities, education, and qualifications that match the job requirements
- Highlight accomplishments - give examples
- Tell your story - explain work gaps, career changes, experiences and achievements



2 Salutation & Introduction

Greet the employer or recruiter with *Dear (Employer's Name)*.

In one or two sentences:

- Grab the employer's attention!
- Use a motivating opening line
- State the exact position being sought and add the competition number if applicable
- Relate when/how you learned about the position and why you are interested in the company

4 Closing (Wrap up)

- Thank the reader for taking the time to consider your application
- Indicate that you are available to meet for an interview
- Give the employer your contact information and availability
- Finish with "Sincerely" and sign your name.