

Business Career Services

Cover Letters

Purpose

- Provide context for the resume.
- Share interest in an employer and position.
- Connect experiences to stated qualifications/skills.
- Demonstrate written communication.

Formatting

- Utilize up to one page.
- Align content to the left.
- Format in the same font as the resume.
- Write in full sentences.

Tips

- Cover letters take effort. Each letter must be customized and professionally written. Allocate time to conduct research, reflect upon what to highlight, draft content, and revise.
- A poor cover letter can hinder a candidate's chance of receiving an interview. A solid cover letter can set a candidate apart from other applicants.

Recommended Outline

Your Street Address
City, State ZIP Code

Date

Hiring Manager's Name (if known)
Title (if known)
Organization Name
Organization Street Address
City, State ZIP Code

Dear Title Last Name (if known) or Dear Hiring Manager,

Opening Paragraph

- State the position to which you're applying.
- Reference how you heard about the role.
- Demonstrate your research by sharing specific interest in both the organization and position.
- End with a statement which previews the remainder of the letter.

Body Paragraph(s)

- Dive deeply into your most relevant experiences; do not simply restate your resume.
- Focus on the employer's stated skills and provide examples from your background.
- Weave in industry language.
- Prove that you are a competitive candidate.

Closing Paragraph

- End with a power statement: why you?
- Request an interview.
- Provide contact information.
- Thank the reader.

Sincerely,
Your Name