

## COVER LETTER GUIDE

123 Your Address  
City, State Zip

Date

Contact Name, Position  
Organization  
123 Their Address  
City, State Zip

Dear Mr./Ms. Contact Name (Hiring Manager if contact unknown),

Paragraph I:

- Introduce yourself and indicate the position you are applying for.
- State how you found out about the position.
- Briefly explain why you want to work for the organization.
- Introduce what about your experience and background make you a strong candidate for the position.

Paragraph II:

- DO NOT simply repeat what is in your resume in this section!
- Choose three to four qualifications you believe are important to the position (these could even be those listed in the posting – speak their language).
- Using examples from your resume, explain how you have demonstrated these qualities.

Paragraph III:

- Restate and summarize the qualities you possess that make you an ideal candidate for the position and how you intend to apply them.
- Express your enthusiasm for the position and organization.
- Inform employer of availability for interview and work
- Thank them for the opportunity to apply.
- State how you will follow-up and say that you look forward to being in contact.

Sincerely,

(Signature)  
Your Name

### GENERAL TIPS:

- Use active language!
- Keep the letter to one page in length.
- Tailor the letter to a specific recipient.
- Do not use casual language or slang.
- Double check for grammatical and spelling errors.

### ATTRIBUTES TO HIGHLIGHT

1. Communication skills
2. Honesty/integrity
3. Teamwork skills
4. Interpersonal skills
5. Motivation/initiative
6. Strong work ethic
7. Analytical skills
8. Flexibility/adaptability
9. Computer skills
10. Organizational skills
11. Friendly/outgoing
12. Detail oriented
13. Leadership skills
14. Self confidence
15. Tactfulness
16. Well-mannered polite
17. GPA (3.0 or better)
18. Creativity
19. Risk-taking
20. Sense of Humor

|