

WRITE A COVER LETTER

APPLYING FOR THE
JOB

STRUCTURE + DETAILS

- Address the salutation to a specific person
- Avoid saying "To whom it may concern". If no name is provided then you can use "Dear Hiring Manager" or "Dear Selection Committee"
- Use consistent branding with your resume
- If you are submitting your resume to an email address, your cover letter may be in the body of the email

FIRST PARAGRAPH

- State why you are writing and what position you are applying for
- Share how you learned about the position and your interest in the position
- Make a preliminary assertion as to your strength as a candidate

MIDDLE PARAGRAPH

- Present specific examples of how your background, experience, achievements, and/or qualifications meet the needs of the position description, department and/or organization
- Discuss your knowledge of and interest in some of the specific characteristics of the job
- Mention why you decided to pursue that field

FINAL PARAGRAPH

- Offer to provide additional material or information
- Indicate how you can best be reached, what is enclosed, your availability for an interview, and the follow up action on your part
- Thank the reader for his or her consideration

PURPOSE

A cover letter is your opportunity to tell the employer what you are applying for and why you are a good match for the position and the organization.

You should submit a tailored, well-written cover letter with every resume.

