

## **Cover Letter Basics**

- A cover letter is a personal introduction of yourself to a prospective employer
- Research the company first to fully understand the position you are applying for
- Outline your interest in the position, the company, and why you are a qualified candidate
- Tailor each cover letter to the specific job description that you are applying for
- Emphasize the skills and experiences that you are able to offer to the company

**Analyze your background:** Think about your background in relation to the job responsibilities and qualifications. Ask yourself “*What have I done that is similar to this position?*” Areas to think about are courses taken, classroom projects, past work, experiences, summer jobs, internships, volunteer experience, and extracurricular involvement.

## **Cover Letter Format**

Your name  
Street Address  
City, State Zip code

Name of Contact Person  
Title  
Organization  
Street Address  
City, State Zip Code

Date

Dear (Name of Contact Person):

Opening Paragraph:

Provide a short introduction about yourself to the reader. Identify what position you are applying for, at what company, and how you learned about this position. Briefly describe why you are interested in this particular position and company.

Body of the Letter:

Describe why you should be considered as a potential candidate for the position. Relate your qualifications to the specific job requirements by using examples from your experiences and achievements. Talk about the skills you have that fit the requirements for the position. This is your chance to give the reader more of an insight of who you are. Don't repeat your resume in the cover letter, but do include some details and possibly an anecdote.

The Closing Paragraph:

In the final paragraph express your interest for an interview by providing your availability and contact information. Thank the employer for his/her time and consideration.

Sincerely,

Your Signature

Phone number

Email