

THE ART OF THE COVER LETTER

Cover letters are a great way for you to express interest in a position and elaborate on your skills, accomplishments, and career goals. It's always a good idea to include a cover letter with your resume. Here's a quick "How-To" on writing a cover letter.

1

INFORMATION

At the top of the page, you want to list your information, the date, and company information.

2

GREETING

"Dear Mr./Mrs."
"To Whom it May Concern"

3

PARAGRAPH 1

Should be short, about 2 - 4 sentences. State the position you're applying for, where you found the posted position, and 3 reasons why you'd be a great fit for the job.

4

PARAGRAPH 2

Talk about specific examples of what you did in previous jobs or internships and how the skills you gained from those positions, translate to the position you want.

5

PARAGRAPH 3

Remember what you did in paragraph 2? Do it again, except using a different job or internship experience. You can also discuss college courses or projects that are relevant in this paragraph.

6

CLOSING

Thank the reader for their time. Remind them why you'd be a great fit for the position. Let them know the best way to reach you and leave them with a call to action i.e. "I look forward to hearing from you soon."

7

SIGNATURE

Always end with "Sincerely" and then your name.

Remember, your cover letter should always be specific to the job you're applying for. So, different skills and accomplishments should be highlighted depending on the job.

Questions? Email your Career Strategist for clarification or a cover letter review!