

# Cover Letter

A cover letter introduces you to a potential employer, explains your purpose for writing, highlights a few of your experiences or skills and requests an opportunity for a meeting. The letter details your accomplishments but also reveals how effectively you communicate.

### Tips and Recommendations:

- Highlight relevant experiences and accomplishments! Complement, not restate your resume.
- Demonstrate knowledge of the organization and enthusiasm for which you are applying.
- Show how your education, experience, and your transferable skills, fit the requirements of the position. Demonstrate your passion and the impact you have made in previous roles!
- The cover letter should be included with every application if it is required.
- Remember this is a sample of your written communication. Check your spelling and ask a professional, colleague or Career Services Coach to look over the finished document!

### Cover Letter: Three Sections



#### SECTION 1:

- Why you are writing to the employer and what position you are applying for.
- How you learned about the opportunity and any potential company connections you have.
- Express enthusiasm for the role and demonstrate research you have done for the organization.



#### SECTION 2:

- Highlight your experience, education, skills, and career plans relevant for the position.
- Focus on specific accomplishments that demonstrate how you are the best fit for the job opportunity.



#### SECTION 3:

- Thank the reader for their time and consideration
- Indicate your desire for an interview.

# Cover Letter Example

FIRST AND LAST NAME

Town, State Abbreviation | 111.111.1111 | [Hello@gmail.com](mailto>Hello@gmail.com) | [LinkedIn Profile](#)

Month Day, Year

Full Name of Main Contact  
Title of Main Contact  
Name of Organization  
Street or P.O. Box Address  
City, State Zip Code

To Whom it May Concern: *(Use name if known)*

The first paragraph should state why you are writing, how you learned of the organization or position, and basic information about yourself. You can express professional enthusiasm about your application, demonstrate research you have done on the company, or share a personal connection. *(Keep this introductory paragraph brief).*

The second paragraph should state why you are interested in the position you are applying or the employer. Reference the job description and select one or two main responsibilities that you have experience with. Use this section to discuss your experience with these responsibilities. Provide specific examples of when you accomplished this responsibility or developed transferable skills relevant for the position you are applying to. *(Example: You are seeking a candidate who can (insert main responsibility). I am confident I can successfully accomplish this task because of my experience, (reference where you have completed this responsibility or developed a skill that has prepared you for this responsibility).* You have the option to expand on this or repeat this process with your second main responsibility. This section may be more than one paragraph, especially if it becomes lengthy. In addition to your work experience, remember to identify your educational experience. Specifically name the degree or certification you are obtaining or have received. *(Focus on what you can offer to the employer, not what they can do for you.)*

The third paragraph should conclude your cover letter. You do not want to include any new information. Let the employer know you welcome the opportunity to interview for the position or to connect for more information. Thank the employer for their time and consideration.

Sincerely,

*(Optional: Print and sign for a hand-written signature.)*

Your name