

What is a Cover Letter?

The cover letter typically accompanies your resume when you are applying for a position. It should be specific to the position that you are applying for, and demonstrates to the employer why (based on your background) you are a great candidate for that particular position (based on the job description) and/or company. The cover letter is a business document, so should be formatted with a business heading and left aligned.

COVER LETTER

Use this formatting information as a guideline when writing your customized application letters, so you know what information goes where.

Contact Information

Name

Address

Phone Number

Email Address

Date

Employer Contact Information *(if you have it)*

Name

Title

Company

Address

Dear Mr. /Ms. Last Name, *(leave out if you don't have a contact)*

Body of Application Letter

The body of your application letter lets the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow up. See below for a paragraph-by-paragraph breakdown of the body of the letter.

First Paragraph

The first paragraph of your letter should include information on why you are writing. Mention the job you are applying for and where you found the job listing. Include the name of a mutual contact, if you have one. You might conclude by briefly and concisely saying why you think you are an ideal candidate for the job.

Middle Paragraph(s)

The next section of your application letter should describe what you have to offer the employer.

It can be a single paragraph, or you can break it up into a couple of paragraphs. If the section gets lengthy, you may use bullet points to break up the text. Remember, you are interpreting your resume, not repeating it. Mention specifically how your qualifications match the job you are applying for. In this portion of the letter, make your case for your candidacy.

Use specific examples whenever possible. For example, if you say that you have lots of experience working successfully on team projects, provide an example of a time you worked in a group and achieved success.

Final Paragraph

Conclude your application letter by thanking the employer for considering you for the position. Include information on how you will follow up.

Complimentary Close *(examples)*

Sincerely,

Signature (for a hard copy letter)

Typed Signature

Cover Letter Checklist

- Is my cover letter consistently formatted, with 1” margins and font size between 11-12pt?
- Is my cover letter on one page?
- Did you personalize the cover letter to describe your interest in the position and company?
- Did you specifically address your ability to perform the job the company hiring for?
- Did you select your most relevant experiences to present your background to meet the reader’s needs? (make sure you have matched the requirement section of the vacancy post)
- Cover letter must be error free including correct grammar, spelling and punctuation?
- Did you double check that the cover letter (**Mandatory**)
- Make sure you have addressed to the correct contact, company, and the name of the company is correct throughout the document.

Thank you
Job Counselor