

COVER LETTERS

First impressions are everything! Use your cover letter to provide more details and context to your resume or CV. Even if the cover letter is optional, it's a great chance to persuade the employer of your qualifications and fit.

Start by looking for the action verbs in the job description and connect those word to your qualifications. List those words here:

QUICK TIPS

BE SPECIFIC

Highlight relevant skills and experiences that show you are qualified for the position. Show that you understand the role you are applying for.

STAND OUT

Your cover letter is a great place to use your creativity and stand out from the crowd. Attract the reader's attention with a unique story about you.

MAKE IT PERSONAL

Tailor your cover letter to the company. If you have a name to address the letter to, even better!



YOUR NAME

City, ST | Phone | Email

Date Here

Employer Name

Employer Title/Position

Company Name/Address

Dear _____,

Opening Paragraph: Lead with a “hook” to attract the reader’s interest. This should focus on your passion for the field or interest in the company. Next, you should provide a brief introduction and context for your application. Mention your degree and major, as well as the job title that you’re applying for. If you have a referral, now is the time to mention it. State your interest in the specific position and what YOU can do to contribute to the company’s goals. Last, mention specific skills/strengths you will highlight in the paragraphs below. Use the space below to write your own opening paragraph:

Body Paragraph(s): Go into detail about each skill/strength/experience that you introduced. For each, illustrate with an example and connect it back to the company/position. Highlight transferable skills that are mentioned in the job description. Elaborate and provide context on how that experience relates to the company. Use the space below to write your own body paragraphs:

Closing Paragraph: Thank the employer for their time and consideration. Reiterate interest in the company and position. Invite the company to follow-up or contact you regarding an interview. Use the space below to write your own paragraph:
