

MALONE CENTER FOR CAREER ENGAGEMENT

COVER LETTER WRITING GUIDE

Match the font style, heading and font size to your resume.

Though you won't actually send your cover letter through the mail, cover letters still retain this traditional element of putting the employer address at the top.

Focus on how you can benefit the company, not how they can benefit you.

YOUR NAME

Address (optional). Phone #. Email Address. LinkedIn URL (optional)

Date

Mr./Ms./Dr. and Last Name

Title

Employer

Mailing Address

City, State, Zip

Dear (Mr./Ms./Dr. and Last Name or Hiring Manager):

Opening Paragraph

Capture the reader's interest and clearly state the reason you are writing to them. Mention specific positive characteristics of the organization and why you are enthusiastic about this particular organization/position. You can utilize the website to learn more about the mission/values and other important facts. It's also a good idea to explain how you heard about the position, especially if someone referred you. End the paragraph with a sentence or two detailing why you are qualified or why you are the ideal candidate.

Middle Paragraph(s)

Demonstrate why you are qualified for the position and convince the reader that you have the skills they are looking for. Keep the employer's perspective in mind and try to draw specific connections between the position's description and the experiences you have. Focus on details and concrete examples. This is where you can go more in depth on projects, accomplishments, skill sets, etc. Try also to focus on qualifications that make you a unique candidate such as language skills, a study away experience, or technology skills if they are relevant.

Closing Paragraph

Express your interest in an interview to discuss your skills and qualifications. Indicate how/when you are available and make sure to remain flexible. You can restate your phone number and email to make it easier to find the information. Lastly, state your appreciation for their time and consideration of your application.

Sincerely,

Your Name Typed

Address the letter to a specific person by name and title. Try hard not to generalize your salutation! If you don't know who will review the letter, call the HR department to find out.

Tailor your cover letter to the specific position and company.

Highlight your specific experiences or skills that match what the employer is seeking.