



## **Writing Cover Letters**

A cover letter is a document that presents your job goals, education, and job history. The cover letter explains why you are capable of filling the job position you want.

Your cover letter should be one page and single-spaced. Your letter should have 1-inch margins all the way around the page. Your cover letter text font should match your résumé's text font. Lastly, your letter should also follow a business letter format.

Your cover letter should include these sections:

### **> Heading**

- o Date you are writing
- o Your mailing address
- o Phone number (home, cell)
- o Email address (it is best to use a professional email address, not "hotgurrl@gmail.com")
- o Address of the employer's company

### **> Introduction**

- o Greeting (a specific person is best, if you know)
- o State the position you are applying for and, if appropriate, how you heard about it
- o State why you believe you are a good match for the position and organization, including 2-3 experiences you will talk about in the rest of the letter (these items should come from your résumé)

### **> Argument/body paragraphs (2-3)**

- o Tailor the cover letter for each job application
- o Focus each paragraph on one experience that shows you are a good match for the job opening
- o Tell a story; do not just list your skills
- o Use action verbs and descriptive adjectives

- o Mention your résumé

➤ **Closing**

- o Close with a strong reminder of why you are a good match for the job
- o Ask for an interview in some way; thank the employer for considering you
- o Provide your phone and email contact information again (if appropriate)
- o Sign your name

Include your attachment reference about your résumé (Enclosure: John Smith Résumé)

**Reminders:** Proofread your cover letter – it needs to be free of spelling and grammatical errors. You should also avoid using contractions.

### **COVER LETTER SAMPLE**

February 22, 2015

Mr. Rascal Panda

Director of SSU Writing Center SSU Writing Center

1801 E. Cotati Ave

Rohnert Park, CA 94928

Dear Mr. Panda,

I am applying to the SSU Writing Center for a Writing Tutor position. I am currently majoring in English, with plans to go into the Single Subject Credential Program after my graduation in May of 2018. With my work experience, as well as my career goal to become a high school English teacher, I am very interested in this particular job. My practical experience, as well as my passion for writing, would be strong assets in this position as I would convey the practicalities and standard formatting of essays, as well as a deeper understanding and investment in a student's essay.

Writing essays has always come easily to me, along with the ability to explain and aid other people in writing their own. I am very adept and experienced in formatting, constructing, and editing essays. I worked as an editor in my high school magazine, as well as a peer tutor in English and essay writing throughout high school. For several years, I have also worked with children as a babysitter and tutor, cultivating my qualities of patience, encouragement, and being able to set reasonable goals. During the summer, I work at a youth theatre camp, where organization, working under pressure, and punctuality is key. At this particular job, I worked nine-hour days, five days a week, demonstrating commitment and perseverance. I believe my particular skill sets, my extensive understanding of essays, and my experience working with students for several years, makes me well suited for this position.

I am excited to find a job that focuses on my passion; a job that brings forth a new challenge every day, as well as a chance to improve upon myself. I have never found essay writing and editing dull. I am available to speak with you in person at your convenience, or to an email or phone correspondence. Thank you for considering me for this position.

Sincerely,

Lizzy Noodle

Enclosure: Resume