

Writing a Cover Letter

The purpose of a cover letter is to provide information to a potential employer that a resume alone cannot convey. This is often an employer's first impression of your communication skills. See the sample below.

Cover letters do more than introduce your resume. A cover letter's importance also includes its ability to:

- Explain your experiences in a story-like format that works with the information provided in your resume
- Allow you to go in-depth about important experiences/skills and relate them to job requirements
- Show the employer that you are individualizing (tailoring) this job application
- Provide a sample of your written communication skills

<https://owl.english.purdue.edu/owl/resource/549/01/>

Your Contact Information

Your Name

Your Address

Your City, State, Zip Code

Your Phone Number

Your Email Address

Date

Employer Contact Information

Name

Title

Company

Address

City, State, Zip Code

Dear Mr./Ms. Last Name:

First Paragraph:

The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for. Include the name of a mutual contact, if you have one. Be clear and concise regarding your request. Convince the reader that they should grant the interview or appointment you requested in the first paragraph.

Middle Paragraphs:

The next section of your cover letter should describe what you have to offer the employer. Make strong connections between your abilities and their needs. Mention specifically how your skills and experience match the job you are applying for. Remember, you are interpreting your resume, not repeating it. Try to support each statement you make with a piece of evidence. Use several shorter paragraphs or bullets rather than one large block of text.

Final Paragraph:

Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up. State that you will do so and indicate when (one week's time is typical). You may want to reduce the time between sending out your resume and follow up if you fax or e-mail it.

Respectfully yours,

Handwritten Signature *(for a mailed letter)*

Typed Signature