

# Creating a Cover Letter

## What is a cover letter?

It is a written communication that conveys why *this* job, why *this* organization, and why *you* for this job opportunity; submitted with the job application.

## What is the value of a cover letter?

It provides a *compelling introduction* to you.

## What is in a cover letter?

- Contact information
- A greeting to the hiring manager (by name if known)
- Top accomplishments related to the key job requirements
- Explanation of how your work-related experiences (e.g., example, project, trait) align with the position
- Explanation for your strong interest in the organization
- A closing that includes “thank you,” a willingness to discuss qualifications and past successes in relation to job requirements, and your signature



## How should a cover letter be formatted?

- About 250-300 words in 3-4 concise paragraphs
- 11 pt. font
- Single spaced with a line space between paragraphs
- Uses a well-formatted visual template (available online)

## Tips to consider:

- Incorporate key words from the job description
- Focus on what the employer seeks, limiting the use of the word “I”
- Express what you hope to do on the job and longer term
- Supplement, but do not repeat, resume content
- Have it proofread by another person for visual appeal, grammar, punctuation, and spelling