

# Cover Letters

## What is a Cover Letter?

This is a letter accompanying your resume that answers pertinent information regarding the particular job posting

## Cover Letter Checklist

- Tell the reader why you are sending a resume and how you learned about the position
- Make it clear why you are a fit for the position by including relevant examples from your background
- Provide any information specifically requested that is not in your resume
- Keep it professional while reflecting personality, enthusiasm or a positive attitude
- Mention steps for follow up with employer
- Proofread for grammar and spelling errors

## Sample Cover Letter

Contact's Name  
Contact's Title  
Contact's Department, Company Name  
Company Address

Date

Dear Ms/Mr CONTACT, (Hiring Manager, Recruiter)

The first paragraph tells the reader why you are contacting them. This is where you mention the desired job, and your connection with the person (if applicable). You should also briefly mention your background in one sentence. The goal of this paragraph is to make the reader interested in reading further.

The second/third paragraph tells the reader why you are qualified for the position. Analyze the job description and determine how your skills best match the requirements for the position. Answer the questions: Why are you the best candidate for this position? What interests you about this company? What unique skills can you offer the company?

In the final paragraph, thank the reader for his or her time, express interest in the position, and mention that you look forward to a reply. You should also briefly summarize your combination of skills and abilities in one sentence. This is also where you give them a time if you will be following up with them by phone or email.

Sincerely,

NAME  
Contact Information

# Cover Letter Critique Checklist

Are these transferable core competencies reflected in your document? <i>Check all that apply</i>	Where did you develop these skills? (Work Experience, Internship, Co-curricular Involvement, Volunteer, Study Abroad, Classroom Projects)	Give specific examples of this skill/quality.	How would you write this on your cover letter?
<input type="checkbox"/> <b>Communication:</b> The ability to write, speak, and listen well to others.	<i>Ex. Academic Project</i>	<i>Ex. Presented group findings in class.</i>	<i>Ex. Presented our project's results on how to conserve energy to our faculty and other stakeholders.</i>
<input type="checkbox"/> <b>Teamwork/ Collaboration:</b> The ability to work together and effectively choose between different options to implement change.			
<input type="checkbox"/> <b>Decision Making (Leadership):</b> The ability to recognize, understand, and define problems and effectively choose between different options to implement change.			
<input type="checkbox"/> <b>Problem Solving/Analytical Skills:</b> The ability to evaluate and understand options and the effects of decisions.			
<input type="checkbox"/> <b>Innovation and Creativity/Initiative:</b> The ability to develop a new idea or method and do it before others do.			
<input type="checkbox"/> <b>Technical Knowledge:</b> The ability to possess technical knowledge of a job/field and the capability to learn new technology quickly and accurately.			
<input type="checkbox"/> <b>Organization:</b> The ability to effectively plan the work of a group and to provide structure so that it is systematic.			
<input type="checkbox"/> <b>Influence:</b> The ability to motivate, convince, or persuade a group to do something.			
<input type="checkbox"/> <b>Global Issues/ Cultural Competence:</b> The ability to stand back from yourself and become aware of other cultural values, beliefs, and perceptions and how they are relevant to global issues.			