



How to Write a Cover Letter

WHAT IS A COVER LETTER?

Definition: A cover letter is a one-page document that applicants submit along with their resume that summarizes professional experience and background.

Purpose: The goal of a cover letter is to illustrate the applicant's interest in a given position along with their qualifications.

Importance: a well written cover letter will get an employer's attention and encourage them to read the resume and schedule an interview.

COVER LETTER CHECKLIST:

ATTENTION

- The first paragraph of a cover letter should grab the attention of employer. Be direct and answer the following questions:
 - Who are you?
 - What position are you applying for?
 - How did you learn about that position?
 - What are you interested in that position?

INTEREST & DESIRE

- The second and third paragraph should pique the interest of the employer and create a desire to meet you by explaining what makes you uniquely qualified for the position.
 - Education
 - What degrees, certifications, workshops, honors do you have?
 - Experience
 - How many years of job experience do you have?
 - What specific projects or internships have you participated in?
 - Skills
 - What unique skills do you have?

ACTION

- The last paragraph should have a call to action, meaning it should present the next step that needs to be done.
 - Why do you want the position?
 - Where can you be reached?
 - Finally, thank them for considering your application

TIPS & TRICKS

- Always write a new cover letter for each job you are applying for
- Include key words from the job posting
- Check out their mission statement and goals, include that as well
- Proofread!