

### Cover Letters...

- Accompany resumes and demonstrate your connection to a specific job
- Demonstrate your written communication skills
- Identify your most significant skills, experiences, and knowledge and make a compelling case for your “fit” with a position or company
- Are specific and address individual job descriptions, not written for a general audience

### Best Practices

- The document header on your cover letter should match the one on your resume
- Review your cover letter for typos, grammatical errors, punctuation, and clarity of content
- Make every attempt to find the individual to whom you should address your cover letter; avoid “To whom it may concern”

### Bonus Content: Thank You Letters

When an employer has expressed interest in you, especially after an interview, follow up with a brief thank you letter.

- ✓ Send a thank you letter within 12-24 hours of your interview, even if you are no longer interested in the position
- ✓ Reinforce the strongest part of your interview and reiterate positive conversation points
- ✓ Your thank you letter can serve as an opportunity to “fix” something you may have overlooked or not fully addressed in your interview
- ✓ A physical thank you note goes a long way, but a well-written email is also acceptable

### Example Cover Letter Formatting

#### **YOUR NAME**

City, State • Phone Number • Email Address

Date

Employer Name  
Employer’s Position Title  
Company  
Street Address  
City, State ZIP

Dear (Specific Individual),

#### *Paragraph 1: Introduction*

- Introduce yourself, tell the employer the position for which you are applying, and how you heard of the position
- Discuss how your values and mission align with those of the company and briefly emphasize your fit with the company

#### *Paragraphs 2 and 3: Background and Qualifications*

- Establish a connection between your previous educational and/or professional experiences and the job responsibilities and qualifications
- Use specific examples to explain how the skills and knowledge you have gained through your experiences have prepared you for this next step

#### *Paragraph 4: Request an Interview*

- Include a final statement regarding your interest and fit
- Close the letter by offering your contact information and expressing your enthusiasm for speaking with the employer in person

Sincerely,

Written/Electronic Signature

Typed Name