

Cover Letter Tips

Think of your cover letter as an introduction to your resume, you should always send one with the other. Here's a few tips on writing one:

Your contact information at the top. Use the same header as your resume.

Your Name

Your City, State 54321 ♦ Phone (414)888-1212 ♦ Email: your.name@snc.edu

Month, Day, Year

Hiring Manager
Company Name
Company Address
City, State, ZIP

Try to include the name of the person who is hiring. If you don't know, you can address the position.

Dear Hiring Manager:

The first paragraph should be used to explain that you are offering your resume for the (awesome position) that was posted on (where you found the job description). As reflected on your resume, your previous positions have required similar skills and abilities that the employer is presently seeking. Explain that you have researched the organization and are excited at the possibility of working for (organization you are hoping to work for) because (give a great reason why this position caught your eye).

Please use this paragraph to briefly capture 3 quick points that reflect why you would be the best candidate for the position. This would be a great section to compare the needs within the job description with the knowledge, skills, and abilities that you share. Reflect back to the person reading this letter why you would really be the best fit for this position. Stay away from general adjectives, as many people are "responsible" and "dedicated", try to give result-oriented, concise, examples as to why you would be a good fit in the position.

There's no need to write a super long cover letter. This should really be a letter that introduces you, and makes the interviewer want to look at your resume. So after you've made some great statements as to why you would "rock" the position you are applying for, simply use this last paragraph to politely thank the reader for their time spent reviewing your qualifications and close by letting them know you would like to talk with them further about your candidacy. (Thank you for taking the time to review my credentials. If you have further questions or would like to schedule an interview, please contact me at [list contact information].)

Sincerely,

Your Name

Make sure at least two people look over your cover letter and resume to catch grammar, punctuation, or spelling mistakes.