

Creating a Cover Letter

A cover letter is indeed a letter and needs to be formatted like a letter!

Your information:

- ◆ Name: _____
- ◆ Address: _____
- ◆ City, State, Zip code: _____

The person/company hiring information:

- ◆ Hiring person's name (If known): _____
- ◆ Title of hiring person: _____
- ◆ Organization/Company: _____
- ◆ Address: _____

Address:

- ◆ Start the letter by saying "Dear (Persons name),"
- ◆ If you are unsure of the persons name use
"Dear Hiring Professionals"

Introduction Paragraph:

- ◆ Explain who you are and why you are writing:

- ◆ Explain how you learned of this position and why you are interested in this position:

- ◆ For this section, it is important to give a *short and concise overview* of why your goals and values will be great for this organization/ company and how you will help them grow.

- ◆ Briefly include how your experience/education matches the requirements for this position!

The Argument Paragraph:

****This is where you let the reader know why you are a good fit for the company and the position! **BE AS SPECIFIC AS POSSIBLE******

- ◆ What important skills/requirements/education do you have that directly relate to this position:

- ◆ How will you help them?

- ◆ Give examples of **RELEVANT & SPECIFIC** qualifications, accomplishments, and skills:

Closing Paragraph:

****This is where you will restate your main points and what you will do after they have received your cover letter and resume****

- ◆ Restate how your skills match the requirements and how you will help the organization/business:

- ◆ Encourage future contact, example: "I look forward to meeting with you/talking with you to further discuss the job position."

- ◆ Thank the employer for taking the time to read over your cover letter and resume:

Ending:

Sincerely,

Hand written signature

Your name (typed)