Writing a Cover Letter

The purpose of a cover letter is to introduce yourself to a prospective employer and explain why you are sending your resume. It should convey your knowledge and enthusiasm about the company or organization to which you are applying, and demonstrate why you are qualified for the position. Remember, a cover letter also serves as a writing sample.

A Cover Letter is composed of:

**Opening Paragraph**: Questions to answer

- Why are you interested in this field?
- Why are you interested in this position?
- What is the objective of your letter (to apply for which position)?
- How did you hear about the job/company?

**Body**: Questions to answer

- What skills do you possess that qualify you for the position?
- What experiences illustrate where you acquired these skills?
- What personal traits do you have that can help you achieve success in this position?

**Closing Paragraph**: Questions to Answer

- How and when will you follow up?
- How and when can you be reached?
- Reemphasize your interest in the position

**Other Tips**:

- Always try to address your letter to a specific individual
- Emphasize the employer’s needs instead of your own
- Avoid starting every sentence with “I”
- No grammatical errors
- Always have someone else proofread it

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