

## COVER LETTER WRITING BASICS

### Why You Need a Cover Letter

The purpose of a cover letter is to let an employer know which position you are applying for. (There may be several openings at one company). It also showcases your skills and can go into more detail than your resume.

### Length of Your Cover Letter

Generally, your cover letter should be three paragraphs and no longer than one typed page.

### What should be Included in Your Letter

Of course, you want to indicate what position you are seeking. Often times, employer like to know where you learned about the position as well. You can also build upon and give more details about things in your resume. You want to include relevant skills and experience that are relevant to the position you are applying for. Explain what you can do to benefit the company or organization.

Example of what to include in your paragraphs:

Paragraph 1:

- Introduce yourself- brief background information
- Indicate what position you are applying for
- How did you hear about the position

Paragraph 2:

- What skills and experience do you have that make you qualified for the position
  - Relevant coursework
  - Internship/ work experience
  - Extracurricular activities
  - Leadership roles
- Show you are knowledgeable about the company that you are applying to

Paragraph 3:

- Reemphasize your interest in the position and company
- Thank the employer for their time
- Let them know the best way to contact you (optional)

### Tips

- Clean up your social media prior to sending your cover letter or resume
- Always have someone proofread it
- Emphasize the employer's needs
- Communicate your enthusiasm