



COVER LETTER TIPS

Before you begin...

Based on the job description what do you know about the job? What key words do they use throughout the job description? What experiences are they looking for? What qualifications do they need?

To whom are you sending the letter?

Name + Title: _____

Company + Address: _____

Introduction:

What is the job title? _____

How did you find the position? (job board, LinkedIn, professional contact, networking) _____

Why are you interested in this job or company? (type of work, location, opportunities) _____

Second Paragraph:

What qualifications do you have that matches their needs?

Create a few short statements that include key words from the job description. (use examples from your resume)

Third Paragraph:

Tell them why you are the best candidate for the job. Tie in company research you have done.

Closing:

I am passionate about *(company and type of work you'll be doing)* and I am ready to tackle new challenges. I know that my background and experience in *(examples of your background)* will transition well to this position and I look forward to the opportunity to show you what I can do. Thank you for your consideration and I look forward to hearing from you.

