

# Cover Letters

Think of a cover letter as what you would say to a prospective employer if you were handing them your resume in person. You would explain your interest in the company, the position, and why you are qualified. The letter should be professional but genuine. Read the letter aloud. Does it sound like you?

## Always include a cover letter when submitting a resume!

- Keep to no more than one page, single-spaced
- Use business letter format
- Address to a specific contact at the company
  - If you don't have a name call the HR department to ask
- Use the space on your page wisely; be concise and to the point
- Use the same paper, heading, font, and margins as your resume and references
- Write in the first person
- Show your personality by using words and a tone that reflects you
- Read, edit, re-read, re-edit, and come to Career Services for a cover letter review!

## Questions to Answer

### Introduction:

- What am I applying for?
- How did I hear about the position?
- Why am I interested in this opportunity?

### Content:

- Why am I qualified for this position?
- How will my experiences benefit the company?
- Do I understand what the company does and their mission?
- Have I described how I fit the job and company?

### Closing:

- Did I ask for an interview?
- Did I thank the employer for his/her time?



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