

Cover Letters

A cover letter speaks volumes about a candidate’s writing ability, style, attention to detail, and interest in the position. Please plan to have your cover letter reviewed at least once before you send it out.

Your letter should convince the employer that you have researched the company, thought about why you want to work there and what you can bring to the position, all in a genuine, enthusiastic, and polished manner.

<p style="text-align: center;">Introduction</p> <p style="text-align: center;">Who are you and why are you writing?</p>	<ul style="list-style-type: none"> •Connect with audience •Show why you are interested (employees or company-specific reason) •State the purpose of your letter
<p style="text-align: center;">Body (1 -2 ¶)</p> <p style="text-align: center;">What do you have to offer?</p>	<ul style="list-style-type: none"> •Respond directly to the job description •Show how your specific skills will allow you to contribute •Give a few in-depth examples rather than many superficial ones
<p style="text-align: center;">Conclusion</p> <p style="text-align: center;">How do I want to be followed-up?</p>	<ul style="list-style-type: none"> •Reiterate your fit + request (interview) •Provide contact information •Thank them for the consideration

The secret to a killer cover letter

- Know what you bring to the table
 - List your top transferable skills
 - Think of a specific example for each skill
- Know what the employer needs
 - Analyze the job description
 - Explicitly answer the job description

What I have (my strengths)	What employer needs (from job description)	Cover letter’s focus (overlap between 2 columns)