

# COVER LETTER GUIDE

## TIPS:

- Read the job application requirements to see if a cover letter is needed alongside your resume.
- A cover letter allows for you to tell your story; it should not repeat your resume.
- Be sure to connect your background to the job description and use examples.
- Develop content specific to the position you are applying for.
- Always proofread your cover letter and other application materials.
- Cover letters should be 1 page maximum.
- Utilize the formatting guideline on the right hand side of this page.

## SAMPLE:

Today's Date

Hiring/Search Committee (specific name/title if you have it)  
Name of Company/Company Address

Dear Hiring Manager/Committee/Title \_\_\_\_\_ ,

Introduction

*Show your interest and state the name of the position you are writing about. Express your reason for applying for the position and your top skills that align with it.*

Body Paragraph(s)

*Describe why you are interested in working for this organization and what experiences/education you have that makes you the best candidate. Use examples to demonstrate your passion and expertise. Be enthusiastic about the opportunity to work with the organization and show your knowledge of it.*

Conclusion

*Express your interest in the position and a formal interview. Include your contact information and close with a statement of appreciation.*

Sincerely,

Handwritten signature (or 3-5 lines/spaces)

Typed Signature

Enclosure: Resume