

Writing Your Cover Letter in 3 Easy Paragraphs!



Cover Letter Writing Tips

A well written cover letter should complement your resume and be no more than one page. Use the same format as your resume. Remember that you must customize your cover letter (and your resume) for each job posting.

1. Contact Info: Include your contact information at the top of the letter. Format the same as your resume

2. Greeting: If you can find it, address the recruiter/hiring manager by name. If you can't find the hiring manager's name, use "Dear Hiring Manager".

3. 1st Paragraph – Introduction: Include the following

- Who are you?
- What position are you applying for?
- How/where you found the position posting (include the title and position # if available)
- Briefly state your interest in the position

4. 2nd Paragraph (and 3rd if necessary)

- Discuss your qualifications for the job
- Incorporate keywords directly from the job description.
- Whenever possible, include specific examples that illustrate your experiences.
- Don't rewrite your resume – personalize it.

5. Closing Paragraph:

- Reaffirm your interest, passion and qualifications, but don't make it sound redundant.
- Include a call to action – ask for a call to schedule an interview
- Thank them for their consideration