

WRITE A COVER LETTER

APPLYING FOR
THE JOB

Schedule a
cover letter
review via
Handshake

PURPOSE

Your cover letter tells the employer what you're applying for and why you're a strong fit. Always submit a tailored letter with your resume.

STRUCTURE

Opening Paragraph

- State the job title and how you found the posting
- Share your interest and a preview of your strengths

Middle Paragraph

- Highlight relevant experiences and skills
- Connect your background to the role and organization

Closing Paragraph

- Express gratitude
- Mention availability and how to follow up

TIPS FOR WRITING

- Address it to a specific person, if possible
 - Use "Dear Hiring Manager" if no name is listed
- Match your resume's formatting for a consistent look
- If submitting by email, place the letter in the body