



Cover Letter Writing

WHAT IS A COVER LETTER?

A cover letter is a professional document that elaborates on your qualifications for a position that you are applying to. A cover letter is typically addressed to a specific person (usually a hiring manager) and is submitted along with your resume during a job application.

While a cover letter will include much of the same information as your resume, it is written in a **first-person**, narrative format, allowing you to discuss your goals, values, and overall mission as a candidate. A good cover letter will describe your professional and academic background while making your passions clear through strong writing and your own unique voice.

COVER LETTER BASICS

Since a cover letter will often be your first written correspondence with a professional contact, it's important that it makes a great first impression. Make sure you **tailor** your cover letter to the position you're applying for by including information relevant to the position. You'll also want to do research on the company itself so you can write about why you want to work there, how you will bring value, and how you will fit into its culture – this will go a long way in proving that you are not only qualified for the job, but actually want it, too!

Cover letters are **only one page**, so choose your two or three strongest "selling points" from your resume to write about. You can give examples of how you've previously demonstrated and/or built your skills, what you've accomplished, and even what your own personal goals and values are; just make sure it all *relates to the position you're applying for*. Your cover letter should, in essence, answer the question, "*Why should we interview you for this position?*"

COVER LETTER CHECKLIST AND GUIDELINES

- Use the same formatting and letterhead as you do on your resume.
- Keep the cover letter to one page.
- Be positive and confident; only write about your strengths.
- *Proofread!* Double-check grammar, spelling, and punctuation.
- Use appropriate language. Avoid writing in slang or clichés.
- Keep the cover letter direct and to the point. Make sure it is tailored to the position you're applying for.
- Address the cover letter to a specific person. If you are unsure of who to address it to, try contacting the company or organization to get their name and/or title.
- Make sure the cover letter describes why you'd be a good fit for the position you're applying to.

Cover Letter Format

Follow this format when writing your cover letter. Keep it to 3-4 paragraphs and remember to use the same letterhead and formatting as you do on your resume!

YOUR NAME

Address | City, State, Zip | Phone Number | Email | LinkedIn URL (if applicable)

Date of Letter

OPTIONAL: Addressee's contact information (Name, title, company, mailing address)

Dear Mr./Ms./Dr. Contact's Last Name:

Opening paragraph (2-3 sentences):

- Tell the reader why you are writing – to apply for a position
- Explain how you found out about the position (i.e. web posting, company website, personal contact, etc.); if you were referred by someone else, include their name
- Mention that you would be a good fit for the position and give a brief reason why

Body paragraph(s) (5-8 sentences each):

- Discuss your qualifications, including academic background and prior work experience
- Emphasize past accomplishments and recognition, connecting them to the position you're applying for using terminology from the position description
- Address personal characteristics and relevant skills that make you a good fit for the position and the company/organization
- If writing two body paragraphs, make each one focused on a separate detail; ex. one paragraph for academic background and one paragraph for prior work experience

Closing paragraph (2-3 sentences):

- Politely request an interview
- Thank the contact for their time and consideration
- Briefly reiterate why you are interested in the company/organization and how you can add value

Sincerely,

Your name

Cover Letter Example 1

Sam Jones

2400 New York Ave. Whiting, IN. 46394 – 219-473-4253 – rjones334@ccsj.edu

10/27/2022

Dear Phil Muncie and Pullman Global,

My name is Sam Jones and I'm writing today to apply for the Staff Accountant position that Pullman Global is currently hiring for. I was very excited to come across this position on Indeed, as I am just about to graduate with my Bachelor's Degree in Accounting and this seems like a great opportunity for me to put my education and skills to good use.

As I mentioned, I'm just about to graduate with my Bachelor's Degree in Accounting from Calumet College of St. Joseph. I've maintained a 3.9 GPA throughout college and achieved Dean's List and President's List and have been able to develop my accounting skills by completing coursework in Tax Accounting, Fraud Examination, Non-profit Accounting, Statistics and Advanced Accounting. Along with my courses, I have also gained experience working in Quicken, QuickBooks, and Microsoft Office, and furthered my skills in professional communication, team work, and managing my time effectively.

Outside of school I currently work as an Accounting Intern for Amsted Rail Company in Hammond. I work directly with the Controller on monthly and yearly book closing, perform journal entries and balance sheet reconciliations, and process accounts payable/receivable forms from outside vendors. I have learned so much over the last few months in this role, and am positive that a career in Accounting is exactly where I want to be. Prior to my internship, I also worked in retail and customer service for many years too. While I know that retail work might not seem like it immediately connects with this Staff Accountant position, I am very grateful for those positions because they taught me a lot about proper customer service, professional communication, and leadership. It also helped me become a better team player, which I know is something that will help me a lot in this role with Pullman Global.

Along with my cover letter, I've also attached a copy of my resume for review. Thank you for your time and consideration, and look forward to talking with you about this position in more detail. Please let me know if you have any questions, or if there is anything else I can do on my end to assist.

Sincerely,

Sam Jones

Cover Letter Example 2

Alex M. Stevens

123 Main St. Hammond, IN 46320 | 219-555-3982 | amstevens@ccsj.edu | linkedin.com/in/alexmstevens

June 7, 2022

Dr. Thomas Wilson
Program Director
Fantasia Healthcare
3377 21st Ave.
Munster, IN 46321

Dear Dr. Wilson,

My name is Alex Stevens and I am writing to formally apply to be a Therapist Intern at Fantasia Healthcare. I saw the posting on Internships.com and, after consulting with Dr. Robinson at Calumet College of St. Joseph, believe that Fantasia would be a great fit as I continue my education.

I am currently enrolled in Calumet College of St. Joseph's Bachelor of Science in Psychology program and will be entering my senior year this fall. Thus far, I have completed coursework in research methodology and statistics in the behavioral sciences, as well as upper-level courses such as personality psychology and social psychology. As I have made my way through the program, I have gained an appreciation for how research is conducted in the behavioral sciences, both through reading journal articles and analyzing data using Microsoft Excel and SPSS. However, my heart still lies in the more interpersonal side of the field, which is ultimately why I would like to intern with Fantasia Healthcare.

As a psychology student, I am constantly reevaluating how I view the world through a lens of empathy. I believe that in order to break the stigma that surrounds mental illness, we all must do our part to be kinder and more understanding of one another. I know that Fantasia Healthcare emphasizes warm, individualized care of each of its patients in order to establish strong relationships; we are taught in CCSJ's Bachelor of Psychology program that a strong relationship between the therapist and the patient is key to any sort of recovery plan, so this stood out to me as I was browsing Fantasia's website. Additionally, I am intrigued by the possibility of working with diverse populations in an outpatient setting. As a student, I am still in the process of narrowing down my concentration, so I welcome the broad scope of work being a Therapist Intern would bring.

I would be honored to discuss this internship opportunity at Fantasia Healthcare further with you. Please let me know if I can elaborate on my educational background or views on different therapeutic approaches. Thank you very much for your time and consideration.

Sincerely,

Alex Stevens