HOW TO WRITE A COVER LETTER

THE BASICS

- 1 page in length - do not go over
- Same font as your resume
- Font size between 10-12
- Use same design template as resume

FORMAT

- Contact information
- Date sending the cover letter
- Company's address
- Greeting
- Introductory paragraph
- 1-2 body paragraphs
- Concluding paragraph
- Salutations

DETAILS

GREETING:
Address your letter to a specific person if the information is available on the website or job posting. If not, you may address it as "Dear hiring committee".

OPENING PARAGRAPH:
State why you are writing, identify the position for which you would like to be considered, and indicate how you heard of the position. Mention any individuals who may have referred you to the position. If you are sending an inquiry letter, simply indicate the type of work or position you are seeking. Be specific.

MIDDLE PARAGRAPHS:
Describe what strengths/experiences you have to offer this employer. Highlight particular classes, jobs, internships, achievements, and extracurricular activities as they relate to the position in which you are interested. Describe why you want to work for their organization – focus on mission/values.

CLOSING PARAGRAPH:
End your letter by summarizing why you want this position or to be a part of the organization, and also highlight what you would love to contribute to their mission.

SIGNATURE:
Write "Sincerely" and either type your name or include an electronic signature