



COVER LETTER INFORMATION

The cover letter accompanies the resume in the application process. It should consist of 3 or 4 very short paragraphs, approximately 3 or 4 lines (not sentences) per paragraph.

Use the same format as the resume: font, font size, and margins. Use the cover letter to provide new or additional information that is not appropriate for the resume. Utilize pronouns (I, me, my, we) judiciously and do not start paragraphs with personal pronouns.

If you created a distinctive format for your name and contact information on the resume, this can be copied and pasted to the cover letter to create your personalized letterhead. Or you may choose to use a business letter format.

Address the letter to a specific person or leave the salutation off completely. Do not use “To Whom It May Concern” or “Dear Hiring Manager.” When you do not use the salutation, present the letter as a memo with a line referencing the job title or requisition number (Re: Job16587).

The first paragraph introduces you to the company or hiring manager. The next one or two paragraphs provide pertinent information about you that is relevant to the job description and/or the needs of the company. The middle two paragraphs can be bullets or paragraphs. Bullets are easy to change, revise, or substitute depending on the job focus. For ease of targeting the cover letter to many jobs, choose a bulleted format. Use the middle paragraphs to target the letter for each opportunity. Use the description in the job posting to identify knowledge or skills that are important to the job or the company.

The last paragraph concludes with a request for an interview and reiterates your contact information.

Do not repeat the exact wording or information from the resume. Provide pertinent information concisely so that the prospective employer will want to read the resume. Focus on demonstrating that you understand the needs of the company.

THANK YOU LETTER INFORMATION

The thank you letter is a short note showing appreciation to the interviewers for their time and the opportunity to interview. In the letter, make a connection with the prospective employer by mentioning something specific or some topic of discussion during the interview.

Write separate notes to each interviewer with different content – they will compare notes!

Send a short email thank you the same day or no later than the next day to each interviewer. A more in-depth, handwritten or typed note should be mailed to arrive within 3 to 5 days of the interview.

In the longer thank you letter, expand on what you will contribute to the company. You may also revisit a question from the interview that you feel you did not answer well. Do NOT state that you answered the question incorrectly. Instead, write that you want to add information to your previous answer.

Before the interview, you may ask permission to take notes during the interview – a couple of words only – to help you remember the interviewers and their interests. Reference this information in the thank you letters.

Thank you letters can be sent after meeting with an employer at job fairs, job interviews, informational interviews, and networking events. Everyone likes to be remembered and appreciated!



COVER LETTER TEMPLATE

The cover letter should be no longer than three or four short paragraphs. Cover letters that accompany a CV (curriculum vitae) can be longer, but should still be limited to no more than two pages.

Name
City, State, Zip Code
Phone number, Email address

Use the same heading as your resume to create a letterhead for your documents **OR** use the business letter format.

Date

Name of Contact
Title
Name of Organization
Address
City, State Zip Code

Dear _____:

If you do not know the name of the contact, consider leaving off the salutation. Present the letter as a memo and substitute Re: Job Title or Job Requisition Number.

Introduction: Use this paragraph to state the position or type of work you are seeking. Identify how you learned of the position (e.g., Hire Red Raiders or through a networking contact). Briefly introduce yourself (not “My name is...” - that information is obvious from the letterhead). Explain your interest in the position. Include a mention of something about the company to show that you understand their company and what they do.

Sell Yourself: In one or two short paragraphs (or for to five bullets) to expand on your skills, qualifications, accomplishments, and education. Research the company and industry. Be sure to draw a connection between the needs of the current job and the skills you bring to the job.

Use the job description as a reference and target your information to the position. This paragraph can also be used to explain something from the resume or add information that did not fit into the resume. Be professional about what information you provide.

Ask for an Interview: In this paragraph emphasize your interest in the position and the company. Thank the employer for their time and express your interest in a phone, video, or face-to-face interview. Provide your phone number and email address again in this paragraph.

Sincerely,

Sign your name here

Your name typed

If you are mailing the resume you will include the signature and enclosure information as presented here. If you are emailing there will no line about enclosures. And in an email it is acceptable to simply type your name at the end of the email. Or include your signature if you have the option.