



COVER LETTERS

Study the job description.

Think about the reasons why you would excel at the position for which you're applying. Print the job description and highlight where you would make the most impact.

Research the organization and position.

What are the main responsibilities that excite you? What is it about the organization that appeals to you? Make sure that you convey these interests and knowledge of the position in the cover letter.

Personalize each cover letter.

A generic cover letter won't impress the employer. Make changes to each cover letter to address that specific position and employer.

Use the 3 paragraph model.

- 1st: Discuss who you are, how you learned about the position, and your enthusiasm for the role.
- 2nd: Connect your past experiences to specific aspects of the position description.
- 3rd: Reiterate the qualifications that make you a strong fit, and mention something that you like about the organization overall.
- Don't forget to close your letter by thanking them for their consideration. Indicate that you look forward to the opportunity to talk more about the position.

Adapt the business letter format to meet your needs.

Send your cover letter in the body of an email message if you aren't mailing it.

Schedule an appointment.

Make an appointment with our career advisors. We can provide great advice—about your format, content, and appearance—and catch things that you might have missed.

You're doing great!

