

Writing a Cover Letter

Why should I write a cover letter?

You should include a cover letter **anytime** you mail, fax, or email your resume to an employer. Your main goal of the cover letter is to get the recruiter to pay attention to your resume. Explain why you are interested in the position or program and why you want to work there, as opposed to somewhere else.



Center for Career Services

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2563 South Belvoir Blvd. (next to tennis courts)

Hours: 8:30 to 5:00 Mon-Fri

Check website for evening hours availability

Tips/ Formatting

- ◆ Prepare each cover letter individually. Do not mass produce one generic letter to all employers. Highlight one or two things from your experience which best suit you for this particular position or organization.
- ◆ **ALWAYS** proofread your letters. There is no excuse for making a mistake!
- ◆ The cover letter should be printed on the same paper, and use the same font size, as your resume. It is a good idea to create a letterhead for yourself that every document you send to an organization has at the top. This would be your “logo,” in case any of your documents get separated.
- ◆ Address your cover letter to a person, not a title, if you can. If you are unsure of the gender of the person, use their full name with no “Mr.” or “Mrs.” beforehand.
- ◆ Keep the cover letter to one page only, and center the letter from top to bottom on the page.
- ◆ Use standard business letter format for a cover letter. Avoid using “I” or “My” phrases in the body of the letter.
- ◆ On-campus recruiting positions do not require a cover letter.

Cover Letter Format

Your Name
Your Address
City, State Zip Code

Date

Employer's Name
Title
Company Name
Address
City/State/Zip Code

Dear (Mr., Ms., Mrs., Dr.,) Person's Last Name:

1st Paragraph: State why you are writing the cover letter, name the position which you are applying for, and how you heard about the opening in the organization. If someone referred you, tell the reader who referred you and how they are connected with the organization. This paragraph will probably only be two to three sentences long.

2nd Paragraph: Tell the employer why you are interested in working for this organization and why they should be interested in you. Highlight one or two things in your experience that will best suit you for a position with this organization. This is where you "sell yourself" to the company using example statements. Use the organization or company's website and job description to draw correlations between your skills, education, and/or experience with the job.

3rd Paragraph: First, thank the employer for reviewing your credentials. Second, indicate your desire for an interview and specify when and how you are going to contact the employer. If you do not have a contact person for the organization, be sure to state when and where you can be reached.

Sincerely,

Your Signature

Your Name Typed

Attachment: resume