

COVER LETTER

PURPOSE

The cover letter introduces you to potential employers and demonstrates how your skills, strengths, and experience match the position. Effective cover letters should:

- Demonstrate your genuine interest and research of the organization
- Focus on the needs of the employer, not your own
- Be modified and tailored to each position you apply for

GUIDELINES

- Use the same header (contact information) as your resume
- 1 page – 8.5" x 11"
- .5" to 1" margins all around
- White paper (avoid colored paper or different colored fonts)
- Don't start every sentence with "I"
- Address the person directly, when possible (Ms. Jones, Dr. Smith, etc.)
- Follow a standard business letter format

CONTENT

First Paragraph – “Why Them?”

- Describe what you are applying for and how you found the position
- Highlight why you are applying to this company and why you are specifically interested in them (demonstrate your research of the company)
- Include a thesis sentence: The top two or three reasons you're qualified for the position.

Middle Paragraph – “Why You?”

- Prove your thesis sentence with concrete examples that demonstrate your skills and experience
- Address specific experience(s) or academic highlights that directly relate to the qualifications the employer is seeking
- Close with a summary sentence of your qualifications and a confident statement that you can make a contribution to the organization

Closing Paragraph – “Next Steps”

- Reiterate your interest in the position and thank the employer for taking the time to read your cover letter
- Indicate how and when the employer can reach you

USE THE SAME HEADER AND FONT AS YOUR RESUME

Name

Address, City, State, Zip Code

Phone Number | [email](#)

Month, Day, Year

Company Name

Attn: _____

Address

City, CA Zip

Dear Hiring Manager,

This letter is in response to the _____ position with _____, which was advertised on _____. In reviewing your website, I was impressed with your emphasis on _____, _____, and _____. My _____ experience, passion for learning, and outgoing personality would make me a great fit for this position.

The job description requires someone with _____, _____, and _____. In my current position as a _____ at _____, I learned and exhibited excellent _____. In order to ensure accuracy, I created a system to _____.

As a _____ student at College of the Sequoias, I offer critical problem-solving skills and the ability to communicate effectively with diverse audiences. Last semester, I led four group members in developing a _____ project for _____. Altogether, I feel what I have learned at College of the Sequoias and my _____ experience make me an ideal candidate for this position.

I would be honored to be given the chance to work for an innovative and customer-driven company such as _____. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Sign name

Print Name