

## Cover Letters to Accompany Your Resume

Do not send a résumé without a cover letter or introductory e-mail. A cover letter provides context for your résumé – it lets the employer know why you are applying for *this* job. A cover letter should complement, not duplicate your resume. Its purpose is to interpret the data-oriented, factual résumé and add a personal touch.

Cover letters should be no more than a page, and should grab the reader's attention from the first paragraph. Your letter should clearly say what position you are seeking and should expound on the particular skills you possess for that role.

Your letter should be very well written, and should contain no typos. Show your letter to a friend, family member and anyone assisting you in finding a job. Remember that as with your résumé, the job of the cover letter is to convince the prospective employer to consider you for an interview. Be persuasive, and do not be modest!

Follow this format when writing a cover letter/email:

Subject Line of E-Mail: List the job title and number in the subject line

First paragraph:

Start with an interesting sentence about why you are writing. State the name of the job you are applying for and where you heard about it. Introduce the idea that you are a good fit for the position, and it's a position that fits your goals.

Second paragraph:

Describe briefly, but specifically, how your skills and experience fit the job. You can make a bulleted list of key job requirements and your qualifications that fit each requirement. If needed, use two paragraphs.

Third paragraph:

State how the job is a good fit for you. Job Interests, Company Culture or Values, Career Growth, or Location are examples of ways a job is a good fit.

Fourth paragraph:

State what you will do next. You look forward to hearing from them, and will contact them in a week to set up a time to discuss the position. (If you say this, be sure you follow-up.)

Closure: Include your name, phone numbers, email address, and, if desired, a link to your LinkedIn Profile.