

How to Write a Cover Letter

Do I need a cover letter?

83% of recruiters indicated that they consider cover letters an important part of the decision-making processes. 72% of recruiters say they still expect to see a cover letter, even if the job posting lists it as "optional". So, while we cannot guarantee your cover letter will be read, it is still an important part of the application.

How is a cover letter different from a resume?

A resume summarizes your experiences "objectively". While a cover letter is a bit more like a sales pitch, where you connect your interests, experiences, and skills to the organization and the role in a more "subjective" manner.

What information is in a cover letter that is not typically on a resume:

- Your knowledge of the organization (mission, vision, values, impact of organization on local community, etc.)
- Your genuine interest in the organization and position
- Connections you have within the company or how you found out about the role
- Your persuasive writing abilities and professionalism
- How your "unique mix" would add value

Basic Outline:

Professional Letter—Include your address, the date, and the organization's address

Greeting—Use their name, if possible, otherwise "Dear [Company Name] Hiring Team" or similar

1st paragraph

1. State purpose (typically it is to express interest in a position, so include position title & company name)
2. Make a connection to the organization, role, and/or mission (name drop, if applicable)
3. Short "thesis" statement of why you are a good fit

Middle paragraph(s)—Support your thesis statement with examples from your previous experiences and provide further relevant details

- Demonstrate work ethic, skills, and credentials that are relevant to the role
- Connect to **the company's mission, values, recent projects and/or accomplishments**
- Convey a genuine desire for the role

Final paragraph

1. Reiterate your thesis statement and interest
2. Reference the application/resume materials
3. Explore potential meeting/interview
4. Express gratitude

Signature - Add a scan of your signature for a personal touch

**Don't forget to have it all reviewed
for spelling, grammar, and style
consistency!**

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[Date]

[Your Address]

[Company Name]

[Company Address]

Dear [Company Name] Hiring Team,

I would like to express my great interest in the [name of position] with [name of Company]. In conversations with [Name, Role of Internal Contact], I have become aware of the [mission-related adjective] that characterizes [company name] and its employees. I am confident that the [company name]'s values and objectives of [highlight relevant mission/objectives] would highly complement my own strengths and passion. My experience, education, and enthusiasm make me a great fit.

I was impressed to learn of (company name)'s [relevant/specific information], As a [relate previous experience], I made a point to [relevant information, connected to last line] Evidence of my [skill] and [competency] can be seen in my responsibilities as [previous role/experience], and my commitment to my academics. My educational background in [relevant education background], combined with my experience has only increased my passion for [relevant topic].

Please review the enclosed resume and references and consider my application for [name of position] at [name of company].. I would truly appreciate the opportunity to meet with you. Thank you so much for your consideration.

Sincerely,

Signature

[Your printed name]