

STEP 2: COVER LETTER STRUCTURE

Contact Information should match the style of your resume.

1

Use Specific contact information-don't be afraid to do research to find out who to address the letter to.

2

Keep this paragraph short and to the point.

3

Your formatting will differ depending on your level of experience and how you want to display your information.

4

Close your letter with a 'Call To Action' expressing your desire to hear back.

5

Sign your letter electronically or by hand AND typing your name

6

First Name Last Name

Address, City, State, Zip | Phone number | Email Address | LinkedIn Link

Company Name

Current Date

Address, City, State, Zip of Company

Personal name of hiring manager

Hiring manager's contact information

Dear _____,

The first paragraph of your cover letter should give a brief introduction and description of who you are, what makes you stand out, why you are writing. You should include a line referencing the specific position you are applying for, including posting number if applicable.

The main body of your cover letter is where you want to sell your skills, how you fit with the company and position, and how you can benefit the company. Below are a few ways you can organize your information:

Story telling can help display your skills by using real-life examples to explain how you solved a problem that relates to the company or how you used your expertise to benefit someone. Stick to 2-3 short paragraphs.

Lists or bullet points can be used to show how you will achieve company goals. Lists are utilized in a 2-column format: Job requirements on one side and your qualifications on the other. Bullet Points highlight one relevant qualification at a time and consist of only 1-2 sentences.

Be sure to tailor your cover letter to the position you are applying for. You can do this by pulling key words, phrases, and skills from the position description and explaining how you fit those requirements.

Conclude by:

Thanking the employer for reading

Letting them know you are excited about the job possibility

Conveying you have a desire to hear back from them

Summarizing how you can contribute/help

Being professional, straightforward, and excited about the opportunity

Salutations,

John C. Chips

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