

Cover Letter Guide

Purpose

A cover letter is your introduction to a prospective employer and should help you stand out as a candidate. Rather than restating your résumé, enhance your qualifications by describing HOW your past experiences, education and personal attributes will benefit the employer. Research the organization and tailor your letter accordingly. Always check your spelling and grammar

Your cover letter should answer the following

- Who are you?
- Why are you writing?
- Why are you interested in the position?
- How are you qualified?
- What is your next step?

Formatting of a Cover Letter

- Align all text on the left margin. Do not indent your paragraphs.
- Match the font style and formatting of your resume.
- Make sure to proofread several times.
- Have Career & Professional Development critique your cover letter. Come visit us Monday-Friday 8:30am-5:00pm in Springs Student Center 1st floor.



PRESBYTERIAN COLLEGE
Career and Professional Development



General Rules of a Cover Letter

- Address your letters to a specific person (when possible), a hiring committee or Human Resources Department.
- Tailor your cover letter to specific jobs or organizations by doing research before writing your letters.
- Keep your cover letter to **no more than one page.**
- Give examples that support your skills, attributes, and qualifications.
- Think about what you can write that will convince the read that you are the right fit for and able to do the job?
- Do not overuse the pronoun "I".
- Use a lot of actions words (Reference the resume guide).
- Reference skills or experiences from the job description and draw connections to your credentials.

Thank You Note

- Make sure you always send a thank you note/email 24 hours after interview to every interviewer.

Cover Letter Format Sample

Date (month, day and year)

Name of Contact

Title

Organization

Street Address

City, State, Zip Code

Dear Name/Title:

INTRODUCTION PARAGRAPH:

- Why are you writing? Specifically mention the position you are applying to.
- Make a connection with the reader by mentioning a common contact if possible or at least state how you learned about the opening.
- Indicate why you are interested in the position, the company, its products or services. Demonstrate that you have done some research!

BODY PARAGRAPH:

- Show that you can do the job by providing specific examples of past experiences to illustrate that you have the skills for the job.
- Explain why they would benefit from having you on their team. Show enthusiasm for the job and organization.

CLOSING PARAGRAPH:

- Thank the reader for considering your application and reiterate your interest in the job. Refer the reader to the enclosed resume.
- Provide your telephone number and your flexibility to meet to discuss your qualifications.

Sincerely,

Signature

Your name (typed)

Cover Letter Sample

Natalie N. Netterman

864-000-0000 | nnnetterman@presby.edu | www.linkedin.com/in/nnnetterman

February 16, 2021

Ms. Jenny Smith
Assistant Program Director, Trinity Center
Sound to Sea Environmental Education Program
P.O. Drawer 380
Salter Path, North Carolina 28575

Dear Ms. Smith:

Your opening for an Environmental Educator, which I saw posted on the Presbyterian College's Career & Professional Development online job board, interests me for several reasons. First, I have a strong desire to work to improve and protect our natural environment. I truly enjoy working with people of all ages and would love the opportunity to share my excitement about environmental issues with others. In addition, the fact that Trinity Center is a highly service-oriented organization permits me to believe that my values would complement your goals.

In May, I will receive a Bachelor of Science in Biology with a minor in Computer Science. My internship last fall gave me the opportunity to monitor the City of Clinton's recycling program and the positive results were presented to the city council. This experience allowed me not only to coordinate a project, but permitted me to gain experience in making presentations to large groups. Additionally, I was selected to tutor students in various science subjects and I saw their grades improve which was very fulfilling to me. I maintained a 3.4 GPA throughout my college career, while managing my time to play soccer. I truly enjoy being active.

Attached is my résumé for your review and I am eager to speak with you. I am available to relocate and begin working after May 13. My number is (864)-000-000. Thank you for your consideration.

Sincerely,

Natalie Netterman

Natalie Netterman

Thank You Note Example

Dear Mr. Grossman:

It was a pleasure to meet you this morning to discuss the Communication Associate job at Colonial Insurance. Your work environment seems like a good fit for me. I believe my internship at Accenture and especially the use of social media provided me with a solid foundation to help spread the word about the good work being done at Colonial Insurance. I look forward to hearing from you soon about the next steps.

Sincerely,

Jon Tartan

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