



Cover Letter Guide

Jonsson Career Services

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WHAT: A cover letter is a written introduction of your capabilities. It is your opportunity to SHOW the employer that you are the perfect fit for the position by linking your experiences and skills to the position requirements. It is a way to demonstrate your written communication skills. The goal is to emphasize your fit for the position.

- Each cover letter should be tailored to each employer and position.
- Your cover letter and your resume should be separate documents.
- Always submit a cover letter unless the job posting specifically says a cover letter is not required.

HOW:

- Review the job posting. What are the required and preferred skillsets? Identify which of your skills and experiences are relevant for the position.
- Keep it concise (no more than one page in length).
- Spellcheck and proofread.
- Ensure formatting did not change upon converting to PDF.

Your Name
Street Address
City, ST Zip

Today's Date

Company Name
Street Address
City, St Zip

[NOTE: If you know the name of the hiring manager, address them by name. If you do not know their name, use "Dear Hiring Manager:"]

Dear Hiring Manager:

Use the first paragraph to reference the position title (include the ID# if it is listed on the job posting), explain how or where you heard about the position. Provide a brief, 1-2 sentences, introduction stating your major, graduation date, and interest in the company.

The next paragraph or two will make up the body of the letter. Go point-by-point through the job posting and linking the required and preferred skills to your own experiences. Provide specific examples from your experiences and skills to address all required qualifications and as many preferred qualifications and job duties that you can. Rather than simply stating that you have a specific skill, tie it to an experience that is on your resume.

For the final paragraph, use 1-2 sentences to reiterate why you are interested in this company and/or this position (for this, it is helpful to know the company's mission and values, current projects, etc.), and let them know that you look forward to discussing your qualifications, then provide your email address and phone number.

Sincerely,

Your Name