# Cover Letter Basics

<table>
<thead>
<tr>
<th>Header</th>
<th>Frequently Asked Questions</th>
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<tbody>
<tr>
<td>- Your name</td>
<td>- What is the purpose of a cover letter?</td>
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<tr>
<td>- Contact information</td>
<td>- Show an employer how your previous experiences make you a good fit</td>
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<tr>
<td>- Date</td>
<td>- Explain your motivation for applying</td>
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<td></td>
<td>- Demonstrate your writing skills</td>
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<td></td>
<td>- Answer questions regarding your application (ex. why are you transitioning from engineering to business?)</td>
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## Introductory Paragraph
- Tell the reader what position you’re applying for and where you found it
- Include a thesis statement indicating why you’re a good fit for the role

## Body Paragraph(s)
### Basic:
- Explain what makes the position and organization attractive to you
- Include relevant information you’ve researched about the organization
- Highlight your skills and experiences that make you a good fit for the role after thoroughly reviewing the job description
- Avoid simply restating or summarizing your resume bullet points

### Optional:
- State what is intrinsically important or rewarding about the work
- Explain what values or principles guide you in your approach to work

## Conclusion Paragraph
- Thank the reader
- Confirm your interest in the position
- State what you’re looking forward to (ex. learning more about the role, discussing your qualifications, etc.)

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**Am I just repeating information from my resume?**

No. You're providing more detail about your qualifications for the role and relaying your interest in the organization and position.

**Do I really need to make a different cover letter for each job?**

Yes! Every company, job, and scenario are different so your cover letters should reflect that. The letters’ structure and content may be similar, but they should be tailored for each application.

**What if they don't ask for a cover letter?**

You should submit one if you can, but make sure it's well-written! A good cover letter can make you stand out as a candidate and show initiative.

**Who reads my cover letter?**

The hiring manager (your potential supervisor) typically reads your cover letter. In some cases, the cover letter will also be read by a hiring committee (potential colleagues).