

Cover Letter Basics

Header

- Your name
- Contact information
- Date

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.)

WHAT IS THE PURPOSE OF A COVER LETTER?

- Show an employer how your previous experiences make you a good fit
- Explain your motivation for applying
- Demonstrate your writing skills
- Answer questions regarding your application (ex. why are you transitioning from engineering to business?)

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).

ADDITIONAL RESOURCES

[5 Common Cover Letter Mistakes](#)