

## **Cover Letters**

- Many applications require a cover letter alongside a résumé.
- In your cover letter, write how you found out about the position (job openings, internships, and work-study programs included), and express why you are interested.
- Be specific about your intentions. Are you looking for a full-time job after graduation, or do you want to bridge the summer break with an internship?
- The cover letter is your opportunity to invite the reader to read your résumé; therefore, make sure your paragraphs are well written.
- Bring attention to your education and employment history (college degrees, leadership experience in projects, etc.); especially mention those that are relevant to the position for which you are applying.
- “Sell your skills!” Describe your personality, motivation, and enthusiasm! Let your future employer know who you are and why you are a good match for the position!
- Do not write about why the job position is good for you; instead, state what you can do for the organization.
- In the final paragraph, refer to things that are not mentioned in your résumé (i.e., you would be available full-time, part-time, or also on short notice).
- Indicate that they are welcome to contact you if they have any questions regarding your cover letter or résumé (include your telephone number and email address in the last paragraph!).
- Instead of closing your cover letter with “I am looking forward to hearing from you,” finish with a line that indicates your active engagement, such as, “I will follow up with you in two weeks,” or “I will call you in the next ten days to answer any questions you may have.” Mark this day in your calendar and make sure you DO make the call!