

COVER LETTERS

The cover letter is a tool to help you introduce yourself in a memorable, personal way to a potential employer. This is your first introduction to the person who may hire you. That means writing a **unique, tailored** cover letter for **every job** to which you're applying is important.

The cover letter should **highlight a selection of stories** from your professional experiences that gives the reader a clear idea of **who you are** and **how you can add value** to their company. The following are three things to include:

- 1) How your work experience and education meet the job requirements
- 2) How your skills and qualities meet the job requirements
- 3) Why you want to work for the organization

Remember to **proof read** your cover letter and have someone else (or multiple people) look over it before you submit your application.

Mary T. Applicant (Your Name)
1234 Waytogo Lane (Your Address)
Anyplace, WA, 98765
(123) 456-7890
mapplicant@email.com

June 20, 2017

Ms. Annie Jones
Senior Staff Recruiter
XYZ Corporation
1234 5th Avenue
Anytown, WA, 43210

Dear Ms Jones:

Opening Paragraph: Use a **catchy or clever opening statement** that sets you apart while maintaining professionalism. **State the reason you are writing.** Name the position you are applying for or the type of work you are seeking. Identify the source from which you learned of the position (i.e., Career Services, Handshake, personal contact, the web, professional journal, or newspaper). **Stimulate interest in you;** give the reader a reason to read on!

Middle Paragraph(s): Market yourself! **Tell your story.** The purpose of this section is to **strengthen your resume** by providing details and bring your experiences to life. Use a “background summary” paragraph to summarize relevant education/experience. If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position. You may also include a “Vague Selling” paragraph to **demonstrate your ability to add value** and to highlight your strengths. For example, if you have practical work experience, point out how your specific achievements, skills, and unique qualifications will make you an asset to the organization. Include **why you are interested in the position** or the organization and stress what you can do for them.

- You may use bullets to emphasize achievements in this section if need be.
- Use action verbs and adjectives to add interest and excitement to your letter.

Closing Paragraph: End strong. **Request a personal interview** and indicate your flexibility as to the time and place. Include your phone number (with area code) and your email address (if you check it regularly). Thank the reader for taking the time to consider your credentials.

Sincerely,

Mary T. Applicant (Sign Your Name Here)