

# 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. **Writing a unique, tailored cover letter for every job to which you're applying is important.**

The cover letter should highlight a selection of knowledge, skills, and abilities from your educational and professional experiences that gives the reader a clear idea of who you are and how you can add value to their company. It should include these three things:

**How your work and education meet the position requirements.**

**How your skills and abilities meet the position requirements.**

**Why you want to work for the organization.**

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

# COVER LETTER SAMPLE

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

June 20, 2024

Dear Ms Jones,

Thinking of using A.I. to write your letter? Though that can be a helpful tool for a first draft, spend time editing your letter so that it truly reflects who you are. Make sure this is your voice, not a computer's.

**Introduction.** Here, you should state **who you are** (e.g., a second-year student at Whitworth University pursuing a B.A. in Communications). State the **position** you are applying for (e.g., Career Peer Coach), and one sentence explaining why you are a good fit for the organization.

**Body ¶ #1.** This is where you highlight **one** piece of knowledge, skill or ability (KSA) you hold that will help you succeed in the position you are applying for. Write one to two sentences describing the KSA and how you learned it/show it in your educational or professional life. Then write one to two sentences describing how this KSA makes you a good fit for this role and their company.

**Body ¶ #2.** This is where you highlight another KSA. Use the same format as the first body paragraph. Each paragraph should be **no more than 4 sentences**.

**Conclusion.** Request a personal interview to further discuss your qualifications. You can add your availability here if you know it, and your preferred mode of communication if you have one. Thank the reader for considering your application.

Sincerely,

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