



Basic Elements in a Cover Letter

Opening Paragraph

Mention source of lead (e.g., friend/contact, phone conversation, newspaper, etc.)

State purpose and position sought (may include objective here instead of resume)

Give specific reason(s) for wanting to work for this organization

Briefly match education and experience requirements

Body

Usually entails two-three paragraphs

Limit paragraphs to five sentences

Use action verbs, quantities and strong adjectives

“Prove” subject statements with examples from work, activities, courses, honors, etc.

Stress personal qualities, skills and competencies that match desired job

Expand on best/most relevant resume material

Use bullets, underline and bold for emphasis

Final Paragraph

Close strongly

Refer to resume for additional details

Restate solid match for organization and job

Make response easy (include phone number, self-addressed stamped postcard)

State date that you will follow up with phone call

Ask for the interview!