

Cover Letter Cheat Sheet

Figure out what you want in your next job

****Tailor cover letters to each position/company and format consistently with your resume****

Purpose:

A cover letter is your introduction to the employer. It should not be a reiteration of your resume, but rather a place where you can elaborate on your experience and soft skills relevant to the position. Although not always required in job applications, you should always write a cover letter.

Before your start:

- Research the company's values, mission statement, and the skills required for the position you are applying for.
- Find the "buzzwords" throughout this information, and ensure that you are using those throughout your cover letter and resume.

Fast Facts:

- Font- Times New Roman, Calibri, Arial
- Font Size – 10-12 point
- Margins - .5" or 1"

Example Phrases to Use:

First Paragraph:

- Please accept this letter and resume as my application...
- Please accept this letter as my application for the position of...
- I learned of this opportunity from...
- My keen interest in this position stems from...

Body Paragraphs:

- I believe the combination of my experiences and education have prepared me...
- This position represents a tremendous opportunity to continue my committed career path...
- As indicated by my resume...
- I firmly believe my experiences, education, and background would enable me to make a significant contribution.
- My particular area of effectiveness is...

Final Paragraph:

- Thank you for your time and consideration of my resume and qualifications.
- Let me thank you in advance for your consideration
- I look forward to hearing from you.
- If you would like to discuss my qualifications further, I can be reached by....
- Sincerely,

George Washington
1333 16th St NW
Washington, D.C. 20036

Your contact information. Should match your resume information and/or format

June 25, 2018

Date you submit the documents

Mr. Abraham Lincoln
Director of Human Resources
Department of State
2201 C St NW
Washington, D.C.

Employer's information. Find out the specific person you'll report to. Check the job description, company website, or call the HR department. If all else fails, put "Hiring Manager"

Dear Mr. Lincoln:

Use a colon, not a comma

State why you are writing the letter. Specify the position and company that you are applying to, as well as how you found out about the position (LinkedIn, Glassdoor, personal contact, company's website, etc.) Write a quick blurb about why you are excited to apply. (First paragraph, 2-3 sentences)

Briefly discuss your knowledge of the company and why you are qualified for the position. Elaborate on our resume with specific examples to showcase the skills you possess that the employer is looking for. Be concise and sell yourself without repeating what is already on your resume (Second paragraph, 3-4 sentences)

Use this paragraph to explain why you are not only qualified, but also a good fit for the company. Highlight the organization's mission + vision statement buzzwords, goals, and/or current trends to explain how you can contribute. This is a good place to mention your professional mission statement and how it matches the organization's values. (Third paragraph, 2-3 sentences)

Reiterate your interest in the position, and thank the employer for their time. Include your contact information (email and cell #) and a sentence about how you look forward to hearing from them. (Final paragraph, 2-3 sentences)

Sincerely,

4 spaces – add your written signature here.

George Washington
Enclosure

If there is only a place to upload a resume, Add "Enclosure" to indicate that your resume is on the same document as the cover letter.