

The Cover Letter

PERSONALIZE YOUR LETTER

Tailor each letter to the specific position: use words from the position description

Highlight your background that is relevant to the position of interest



Ensure that your cover letter expands on the content that is covered in your resume!

DO YOUR RESEARCH

Research the organization and understand their mission and values

Draw a parallel between the organization and your skills and experience



You can stand out to employers by showcasing that you have done your research!

SELL YOURSELF

Use examples to connect your background to the employer's needs

Emphasize special achievements and specific skills



Remember that your cover letter is often your first impression with an employer!

DON'T FORGET!

Proofread for spelling and grammatical errors

Print on high quality paper:
**CAREER SERVICES
PROVIDES FREE
PAPER!**



Will Succeed

(716) 123-4567 • will.succeed@daemen.edu • Amherst, NY

Formal Date

Employer Name & Title (if no contact is listed, default to "Hiring Manager")

Company Name

Company Street Address

City, State, Zip

Dear _____: (if no contact is listed, default to "Hiring Manager")

I am writing to apply for ABC position in XYZ department at Organization Name. I heard about/
found the position from/on contact or job search site or company website. I am confident that I
would fit well in this position because... reference relevant experience and skill set.

2nd paragraph, focus on alignment between you and the organization:

- Why the position interests you
- How you are connected to that position
- Why you chose that company
- How you personally align with that company – mission/values/services/etc.

3rd paragraph, build upon your resume by further demonstrating specific skills:

- Focus on your experience and skills
- Tie those back to position applying for
- Confident statement about why you are the best candidate for that position

4th paragraph:

I look forward to meeting with you in the near future to discuss the position and my qualifications further. Please feel free to contact me at (insert phone) or (insert email) if you require any additional information. Thank you in advance for your time and consideration. *(Make sure you thank the person and show interest in an interview without saying you should interview me)*

Sincerely,

Name (If you are uploading or emailing, use script font. You can sign with pen if you are handing it in)

Name

Enclosure: Resume

(Only include if you are combining resume and cover letter into one document file – have cover letter be your first page, followed by your resume)

Use the same header
and font as your
resume

Will Succeed

Name: larger font & bold
Remaining document: 11-12 pt. font

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Formal Date

Employer Name & Title
Company Name
Company Street Address
City, State, Zip

Use colon
instead of
a comma

If there is a posting
number, insert here to
reference position

Dear Hiring Manager:

Posting #: _____

I am submitting this cover letter in hopes of joining your team as a State Senate Intern for the coming semester. I found the position posted on Handshake. I am confident that my education and relevant experience will be an asset to your team.

I am interested in an internship with your campaign because I want to learn more about progressive politics, communication and policy. I personally admire the work you have completed in Western New York and I am intrigued by the opportunity to be part of your movement. I find that my personal views and skill set align with what you are looking for in an intern and I am excited to contribute in this role.

In my most recent internship, I worked with the Curator's Office at the United States Courthouse where I gained insight on courthouse operations and assisted the staff with various tasks. This position helped me to develop strong writing and organizational skills in addition to refining my legal research skills. In this prospective internship, I would utilize what I have learned in the classroom and in my previous internship to be an asset to your campaign.

I would appreciate the opportunity to meet and discuss this position further. Please do not hesitate to contact me at (716) 123-4567 or will.succeed@daemen.edu if you require any additional information. Thank you in advance for your time and consideration.

Sincerely,

Will Succeed

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Enclosure

If you are emailing
your cover letter, use a
legible cursive script
font to sign and print
below

If a resume or
other enclosure is
used, note here

Opening Paragraph:

- Refer to the available position
- Mention how you heard of the opening
- Add tag line to grab reader's attention

Middle Paragraphs:

- Explain your interests in the organization
- Stress related education, experience, skills
- Avoid repeating content on your resume

Closing Paragraph:

- Express interest in further communication
- Thank reader for their consideration
- Provide contact information