

# Cover Letter Tips

## Cover Letter Summary

A cover letter highlights your background, skills, or qualifications relevant to the position. It leaves no doubt in the mind of the employer that you are a good fit for the job.

### Guidelines:

1. **Research and understand the company.** Do this prior to sending a cover letter or résumé. Try to identify areas that make you uniquely qualified for the position.
2. **Address it to a person and not a title.** Find out who is hiring – is there a human resources manager? Manager?
3. **Grab the reader's attention.** Focus on the needs of the employer and how you meet those needs.
4. **Proofread for mistakes.** Misspellings and typos can get your résumé eliminated from the competition.
5. **Ask for the next step – the interview.** End your cover letter with some form of request for interview.

### Content:

**Introduction:** Grab your employer's attention. The two critical components that must be included in the introduction are your **qualifications** and the **position title**.

**Example:** My previous experience in shipping and receiving combined with my knowledge of the produce industry make me a perfect candidate for your recently posted \_\_\_\_\_ position.

**Body:** Here you should expand on your qualifications stated in the introduction. Include specific examples that prove your work/life experience. Demonstrate how your qualifications are relevant to the specific position. It is best to try to utilize some of the same key words that are mentioned in the job description/advertisement. Avoid starting multiple sentences with "I."

#### Examples:

While working for...

My training included...

During my time with...

As an experienced , \_\_\_\_\_ I have...

My experience with...

The \_\_\_\_\_ program involved...

**Closing/Summary:** Reiterate your qualifications to the employer and ask for the interview. You should also include the salary desired IF it is requested in the job listing. You can use your summary of qualifications as justification for your desired salary. It is best to state a salary range rather than a specific amount.

**Example:** My nearly five years in \_\_\_\_\_ makes me well qualified for the position of \_\_\_\_\_ at a salary of \$30,000 - \$34,000 annually.

# Cover Letter Tips (Tips & suggestions are highlighted)

Name  
Address  
Phone Number | Email Address

---

Date

All information contained in the address section should be the same as it is listed in the job posting.

Contact Name  
Title  
Employer Name  
Address  
City, State, Zip

Dear [Contact Name—Use a person’s name whenever possible]:

Paragraph one: Sell yourself! State two or three of your qualifications for the job and identify the position you are interested in. Identify the job by job number or title and the place you saw the ad.

My [skill 1] and [skill 2] combined with [skill 3] make me well qualified for the position of [name the job title] that was advertised [\_\_\_].

Paragraph two and three: Highlight your skills and experiences and provide examples that demonstrate you understand the job/industry/work. Use action words (verbs) and keywords from the job description.

The best example of my [skill 1] would be [describe what you did and where]. While at [the setting where you demonstrated skill 1], I [describe something that demonstrates the skill or skills].

Paragraph three, if needed: Same guidelines as paragraph two.

During my time at [the place where you demonstrated your next skill], I was able to [describe something that demonstrates your skill or skills].

Closing paragraph: Summarize and ask for the interview.

After reviewing my résumé please contact me to arrange an interview to discuss in more detail how my [restate the skills mentioned in paragraph 1] can benefit [employer name].

Sincerely,

*Your signature*

[Your name, typed]

