

Time to get this cover letter done!

You might be asking yourself at this moment, “Why do I need this cover letter?”, “what is the purpose of a cover letter?” Well, let me explain! A cover letter is your chance to go into detail about yourself and your qualifications for the position at hand. In comparison to the resume, the cover letter goes more in depth of what you can offer to the company you are applying for. It answers the question, why you? You should always include a cover letter with your application and resume unless you are specifically told not to.

Now let’s get started!

In the next page, you will find an example of a cover letter. The cover letter will go into an explanation detailing what goes where and what you should include. For now, some helpful tips to keep in mind!

1. Direct it to a contact person
If you do not have a contact person to address it to, you can use a more general term such as the following: Dear Hiring Manager, Dear Sir/Madam, or To Whom It May Concern.
2. Be positive and provide what makes you unique.
Make sure your enthusiasm isn’t overly exerted! You don’t want to be “funny” when writing a professional cover letter.
3. Be Direct
Show what you can offer to the company. A firm statement is better than a vague statement. You should be very direct on the next-steps expectations.
4. Familiarize yourself with the qualifications for the position
Make sure to connect your qualifications with what the position is asking for; just like your resume. This does not mean to repeat your resume.
5. If needed, go over one page, but if it is not needed, limit the cover letter to one page!
Make sure you use the same font and formatting in the cover letter as your resume. That will keep your application more uniform. The header would also be a great addition to your cover letter and resume.
6. Check for typos and appropriate grammar
Ensure that you use professionalism throughout the cover letter by checking if there are any typos or grammar errors. Have another person check it prior to you submitting for an additional set of eyes!

NAME
SURNAME



your.name@gmail.com



(XXX) XXX XXXX



142 Your Address Blvd, City Name, CA XXXXX

Oct 30, 2018

Hiring Manager's Name
341 Company Address
Palo Alto, California 94301
(xxx) xxx-xxxx
hiring.manager@gmail.com

Dear [Hiring Manager's Name],

The first paragraph should contain a self-introduction. You should write who you are, where your expertise lies, where you found the job posting, and why you want to apply for the job.

The second paragraph should respond directly to the job description written by the hiring manager. Describe how your previous job experiences, skills, and abilities will allow you to meet the company's needs. To make that easier, you can (and should) literally include words and phrases from the job description in your cover letter.

- You can include a bulleted list of your accomplishments
- Make sure you quantify (add numbers to) these bullet points
- A cover letter with numbers is 100% better than one without

To go the extra mile, do some research about the company, and try to find out what they are doing — and why — given the current state of their industry. Explain how you can fit into that schema, and help push the company forward and achieve any goals you suspect they may have.

The final paragraph is called the "call to action" portion of your cover letter. Inform them that you'd love to get interviewed. Give them your contact information. Tell them that you'll be in contact with them in a week if you don't hear back. Thank them for spending the time to read your cover letter.

Sincerely,

Your Name