

COVER LETTER TIPS

DELTA COLLEGE CAREER DEVELOPMENT

A GOOD COVER LETTER SHOULD....

- Answer the question – Why should I hire you?
- Grab the employer’s attention
- Point out why you, above all other applicants, should be contacted for a personal interview
- Explain the reasons for your interest in the organization and in the job you are applying for

RESEARCH THE COMPANY & POSITION

- Tailor your letter to the needs of the organization
- Customize a new cover letter for each desired position
- Use terms and phrases that are meaningful to the employer
- Use the requirements in the ad and reference them in your cover letter
- Highlight the requirements and show how you measure up

WRITING THE LETTER

- Double check for spelling, grammar or punctuation mistakes
- Keep it short and simple (no more than 3 or 5 paragraphs; one page)
- Avoid using too many sentences that start with “I” or writing in past tense
- If salary requests are asked for by the employer, include this in the last paragraph
- Use a standard font like Arial or Times New Roman

EMAILING A COVER LETTER

- The same guidelines that apply to writing a cover letter or thank-you must also be used for email
- Avoid common mistakes of using emoticons, informal speech, misspellings, and poor grammar
- Don’t use “texting style” communication (ur instead of you’re or you are)
- Subject line should be specific stating the job title, reference code or posting number
- Follow the employer’s directions for sending emails, if specific instructions are listed
- Attach your resume to the email

COVER LETTER EXAMPLE

DELTA COLLEGE CAREER DEVELOPMENT

Current Date

Recipient's Name (if available)

Recipient's Title (if available)

Employer's Name (company's name)

Employer's Address

City, State, Zip

Dear (Mr., Miss, Ms., Mrs.) _____, (Human Resources, or Hiring Committee if uncertain)

FIRST PARAGRAPH: The “why I’m writing to you” paragraph. State the reason why you are writing. Name the position or type of work for which you are applying. Also, you may want to indicate where you learned about the specific job opening or employer (I.e. Indeed.com, referred by, etc.).

SECOND PARAGRAPH: The “why I’m qualified” paragraph. If you are a recent graduate, or have a strong educational background, state how and why your academic background qualifies you as a candidate for the position.

THIRD PARAGRAPH: The “why them” paragraph. Briefly explain why you are interested in the position, the organization, its products and/or its services. Above all, state why their company/organization could use you. (Check job description to see what they are looking for.) Show you possess qualities and skills worthwhile of a diverse and multi-talented employee, without overstating the things that are already on your resume.

FINAL PARAGRAPH: The “follow-up” paragraph. Refer the reader to the enclosed resume and state your desire for a personal interview. Include your telephone number, and perhaps the best times to contact you or give an alternative number where you may be reached. If your resume is going out of state, and you are going to be in their city on a certain date, let them know this also.

Sincerely,

(Your handwritten signature)

Your name (typed)