

# **COVER LETTER GUIDE**

## COVER LETTER GUIDE

### WHAT IS YOUR PURPOSE?

A cover letter accompanies your resume, offering an opportunity to introduce yourself to potential employers. It typically consists of 3 to 4 paragraphs and should emphasize the skills, abilities, and accomplishments outlined in your resume. The tone of your cover letter should balance professionalism with a conversational style, expressing genuine enthusiasm for the organization. The ultimate aim is to inspire the employer to review your résumé and invite you for an interview.

1 Your Street Address  
City, State, Zip

2 Date

3 Name of contact person  
Title Company  
Street Address  
City, State, Zip

4 Dear Mr./Ms. Last Name:

5 The opening paragraph should arouse the interest of the employer. State why you are writing and give information to show your interest in this specific organization. If it is a letter of application, name the position for which you are applying and how you heard of it.

6 The middle paragraphs should create a desire on the part of the employer to know more about you. Explain why you are interested in working for this employer. Point out your achievements or qualifications in this field, especially those that meet the job description or requirements.

7 Refer the reader to your general qualifications on your enclosed resume. Highlight important points from your resume. Also highlight points that will be of particular interest to this specific organization.

8 The closing paragraph should pave the way for the interview by asking for an appointment, by offering to call the employer in the near future or by making some similar suggestion to facilitate an immediate and favorable reply.

9 Sincerely,  
(Sign Here)

Your Name  
Enclosure (You are noting that you have enclosed your resume.)

# PARTS OF A COVER LETTER

SECTION	CONTENT	TIPS & EXAMPLES
1	Your Address	Should follow the following style: 1201 W. University Dr. Edinburg, TX 78539
2	Date you are submitting the application	Month day, Year (Example): January 12, 2025
3	Employer's Name & Address	Employer Name Department Company Address City, State Zip Code
4	Address the letter to the manager, supervisor, or director.	Only use "To Whom It May Concern" if you're unable to locate this information.
5	Paragraph 1: Intro	<ul style="list-style-type: none"><li>• Purpose of the letter</li><li>• Name of the organization</li><li>• Job title for which you are applying</li><li>• Where you found the job advertisement</li><li>• What makes you a fit for the organization?</li><li>• (Optional: If a current employee referred you to this position, state that and their name here)</li></ul>
6	Paragraph 2: Example 1	Describe one experience that is both impressive and relevant to the jobs: <ul style="list-style-type: none"><li>• Part-time jobs</li><li>• Internships/Volunteerism</li><li>• Research Projects</li><li>• Student's Leadership</li></ul>
7	Paragraph 3: Example 2	Describe a second experience that is both impressive & relevant. Highlight the skills this experience demonstrates.
8	Paragraph 4: Conclusion	<ul style="list-style-type: none"><li>• Summarize your skills/experiences</li><li>• Reiterate your interest in the position</li><li>• Reiterate the job title and organization</li><li>• Include your email &amp; phone number</li><li>• Close with grace and appreciation</li></ul>
9	Closing	Use a professional closing and include your first and last name. (Optional: Some applicants include a digital signature)

Formatting Notes

1 Page Maximum | 11 - 12 point font | Choose easy to read formats: Calibri, Times New Roman, Arial, Georgia, Verdana