



COVER LETTER TIPS

- 1.** The purpose of the cover letter is to help gain an interview.
- 2.** Never begin a cover letter with a generic "To Whom it May Concern. It is preferable to personalize the letter with the name of the recipient. Many times, a phone call to the company will enable you to find out the correct name to use in your letter. If you are unable to discover the correct name, use "Dear Hiring Manager, Dear Recruiter, Dear Sir/Madam, etc."
- 3.** Always send a cover letter with any resume that is emailed, mailed or faxed.
- 4.** A brilliant white linen paper is the most popular for cover letters and resumes. Avoid dark colored paper or paper with pictures/background as it can make the document hard to read.
- 5.** Resumes sent via email do not need a long cover letter. Keep the cover letter brief and to the point.
- 6.** The first paragraph of the cover letter should state your objective and where you heard about the open position. Your objective should match the specific job opening.
- 7.** Be sure to mention if you know someone in the company.
- 8.** The second paragraph is where you should mention your specific experience and skills that are relevant to the open position. Sell yourself. Show your enthusiasm for the position and why you are the best candidate for the job.
- 9.** The closing should compel the reader to act. Let the interviewer know that you would like the opportunity for an interview and that you can be an asset to their company. Let the interviewer know that you will call on a specific day or that you "look forward" to hearing from them in the future. Request "next steps."
- 10.** Sample cover letters can be found online or provided when you meet with the Center for Student Success.