

# Writing a Cover Letter

Lees-McRae College Career Services

## Format Guide

Your Name (You may place your contact information here, after your signature, or in a header)

Home Address

Today's Date

Employer's Name

Employer's Title

Employer's Address

Dear Mr./Ms./Mrs./Dr. and Search Committee (optional) \_\_\_\_\_:

In the first paragraph, begin by stating the reason you are writing the letter (not introducing yourself), the specific position you are applying for, and how you learned about the opening. If you made a connection with someone who referred you to the position or organization, mention them here. If you have met the employer, use this as a reminder (i.e., "After speaking with you at...").

In the second paragraph, answer the question "Why do you want to work for this company or employer?" After researching the company, you can articulate why you are interested in this position and, for example, the services it provides. This will give you a chance to specify your cover letter and show the employer that you admire the company.

(You may be able to combine the second and third paragraph)

In the third paragraph, showcase your qualifications by highlighting your abilities and personal traits that relate to the position. Refer to the job description and qualifications section to tailor your strengths to what the position requires and what the employer is looking for. Be specific and share a few examples to indicate how your experiences relate to the job. Do not simply reiterate the experiences on your resume, rather highlight the most relevant.

In the final paragraph, indicate your desire for a personal interview. Provide a telephone number and/or email address where you may be contacted at the employer's convenience. Thank the employer for considering your resume/CV.

Sincerely,

Signature

Your Name typed

## Tips and Tricks:

- Always address your letter to a specific person. If a name is not provided with the job description, call the company and find out to whom to address your letter.
- Consider making a connection with someone who has knowledge of the position so that you can reference him or her in your letter.
- Remember to focus on what you can do for the company and not what it can do for you.
- Be brief and concise; this should only be one page (3-4 paragraphs).
- Ensure it is free of grammar and spelling errors.