

Sample Cover Letter

The purpose of a cover letter informs a prospective employer of who you are, what your experiences entail, why you are interested in them and why you feel you are qualified. A good cover letter should be **used as a marketing tool that “sells” you to the employer**. Just like your resume, you should tailor your cover letter to each specific job opportunity that you apply for. **Use terms and vocabulary relevant to your field** and use concrete examples when listing your strengths and skills.

TIP: Use the same contact header you used on your resume to give a clean, consistent look.

PARAGRAPH 1: State the job you are applying for and your relevant skills or experiences. Briefly state who you are and your qualifications.

PARAGRAPH 2: Sell your relevant experiences, skills, and education as it pertains to the position. Also sell your passion for the position.

PARAGRAPH 3: Conclude by expressing your interest in the job opportunity and offer thanks for the employer’s time.

Sally Scorpion

1300 Nevada State Drive, Henderson, NV 89002
702-555-5678 | sscorpion@gmail.com

DATE

Dear Hiring Manager [*preferably state Hiring Manager’s name if known*],

I am writing to express my interest in the entry-level human resources position with Next Corporation. I am a senior at Nevada State College and will graduate in May 2020 with a Bachelor of Science in Business Administration.

As you will note in my attached resume, I am majoring in Business Administration and have developed strong, relevant skills in this area over the past four years. Currently, I am employed as a student worker within NSC’s Financial Aid Office. This position has given me experience in discreetly dealing with sensitive information, which is essential to a career in human resources. Prior to my position in Financial Aid, I held several part-time positions in customer service and sales. Most recently, I worked at Kohl’s department store in the shoe department where I provided excellent customer service and managed the daily inventory and restocking for the department. I also sat on numerous search committees and helped recruit, hire, and train new Kohl’s employees. Finally, I have been actively involved on campus by holding leadership positions in several organizations, including the Society for Advancement of Management (SAM) Club for which I am the treasurer. My combined academic, extracurricular and work experiences have enabled me to develop outstanding analytical, interpersonal, financial, and leadership skills, which I believe would be an asset to Next Corporation.

I look forward to hearing from you soon and hope to meet to further discuss the available opportunity within your organization. Feel free to contact me at 702-555-5678 or via email at sscorpion@gmail.com. Thank you for your time and consideration.

Sincerely,

Sally Scorpion

COVER LETTER DO'S AND DON'TS

DO

1. Add a contact header (name, address, phone, email) at the top of your cover letter. Use the same contact header format/look you used on your resume to give your application material a clean and consistent look.
2. Address your cover letter to the hiring manager – you may have to do some research to discover who the hiring manager is (ex: contact the company's HR office, view company website, search LinkedIn, etc.). If you cannot find the name of the hiring manager, you can still personalize it by using some examples below:
 - Dear Scott Smith,
 - Dear Scott Smith and the Human Resources Specialist Search Committee,
 - Dear MGM Hiring Manager and the HR Specialist Search Committee,
3. Keep your cover letter to 1 page – it should never go over 1 page. Also have 3-4 paragraphs.
4. Tailor your cover letter to the job posting. (The job posting explains what the company is looking for in a qualified candidate, so make sure to emphasize and demonstrate the experiences and skill sets mentioned within the job posting in your cover letter.)
5. Double check for spelling/grammar errors.
6. If you receive an in-person interview, print and bring several copies of your cover letter, resume, and reference page. Print single-sided on resume paper and paper clip together.

DON'T

1. Include the employer mailing address. This is outdated and most cover letters are now submitted online.
2. Reiterate your resume. Your cover letter is to “sell yourself” to the employer. Do so by highlighting your strengths/skills/experiences that relate to the job posting.
3. Use the same cover letter for different jobs. Always tailor your cover letter to the job you are applying to.
4. Make it too personal. Do not add personal interests or hobbies.
5. Include statements like “I will follow up with you in two weeks” (this can sound too forward and doesn't add value) or “To Whom It May Concern” (this is not personalized).
6. Have spelling/grammar errors. Always check and have someone else review.
7. Use fluff or generalized phrases/words. Anyone can say “I'm a great team player and have superb organizational skills.” Demonstrate how you've utilized those skills to paint a clearer picture of your experience/skills to employers: “I have great organizational skills and have strengthened this skill set in multiple work and leadership settings. For example, in my current role as President of the Student Nursing Association, I organize and lead all monthly club meetings. I also planned and executed our annual SNA Professional Mixer in which I secured the venue space, collected donations for a fundraising auction, secured 20 local healthcare employers and organizations to do on-site tabling, and invited nursing students from 3 local colleges.”