What is a Cover Letter?

It is a document that is sent with your resume to provide additional information about your skills and experience. It is NOT a repeat of what's on your resume. It is used to explain why you're qualified for the job you're applying for.

Writing a Cover Letter:

Tip: Always keep your cover letter to one page.

Formatting:
- Use basic fonts like Arial, Calibri, Georgia, Verdana, and Times New Roman.
- Keep the font size to 10 or 12 points.
- Make sure the margins are set to 1" on the top, bottom, left, and right sides of the page.

First, add the date at the top (January 14, 2020)

Second, include the employer's contact info.
- Name (if you know it) or Hiring Manager
- Company Name
- Company Address

Third, add a salutation.
- Dear Dr. Last Name
- Dear Mr. Last Name
- Dear Ms. Last Name
- Dear Hiring Manager (if you don't know their name)

Fourth, the main part of the letter should have three parts.
1) Introduction
   a) State what job you're applying for.
   b) Explain where you heard about the job.
   c) Briefly mention your skills and experience that match the position.
2) Body
   a) In one or two paragraphs, explain why you're interested in the job and why you'd be an excellent candidate.
   b) Talk about specific qualifications listed in the job posting, and how you meet those qualifications.
   c) Provide examples that demonstrate your abilities.
   d) Again, do NOT repeat what's on your resume.
3) Closing
   a) Restate, again, how your skills make you a strong fit for the position.
   b) State that you'd like the opportunity to interview.
   c) Explain that YOU will do the follow-up, and WHEN you will do it.
   d) Thank the employer for his/her consideration.

Fifth, your signature.
- Leave enough room to sign your name.
- Below your handwritten signature, type your name, followed by your email address, then your phone number.