

Creating a Cover Letter

What is the purpose of a cover letter?

A cover letter is your opportunity to introduce yourself in a personal way, as well as highlight the skills and experiences that make an excellent candidate for the position.

What information should go into a cover letter?

1. **Format** – A cover letter should be in a professional business letter format (see examples or refer to websites later in this packet). Include the date and your contact information, and address it to the person identified as the main contact in the job posting. If there is no person identified, you can use “Human Resources” or “Search Committee”.
2. **First paragraph** – Use your first paragraph to express your interest in the specific position you are applying for. If they have multiple positions open, don’t make them guess which one you are referring to. Briefly explain why you are interested in the position. Ideally, you can give a reason that would benefit the organization, not just yourself.
3. **Second paragraph** – Highlight the professional, educational, and/or personal achievements that make you an ideal candidate for the position. If you are truly an ideal candidate, you should be able to address each of the requirements outlined in the job posting. Don’t assume that they will think you have a certain qualification if you leave it out. This can be one paragraph or two.
4. **Last paragraph** – Briefly re-state that you are interested in the position and why, and express your desire to be contacted for an interview or for the next steps. If there is an ideal method or time of day to reach you, list that here.
5. As with a professional letter, end with “Sincerely”, followed by your name signed and then in print.

**This document is available in alternative formats to individuals with disabilities by calling 218-733-7650 or emailing studentaccessibility@lsc.edu.*

Website resource for help with cover letters:

- LSC Career Services
Cover Letter Guide
www.lsc.edu/careerservices
- DEED – MN Department of Employment and Economic Development
<https://mn.gov/deed/job-seekers/job-guide/resumes-letters/>
Includes tips for making a great cover letter and samples for you to review.

- Learning Express

www.lsc.edu

Click on *Current Students* then *Library*. Under *Find Articles* click *Search Databases*. Find *Learning Express* on the list of databases. As an LSC student, you can register for an account for free.

The *Job & Career Accelerator* has a Cover Letter Builder tool that will help you develop and format your cover letter.

Josh Michaels

4 Church St. | Sometown, NJ 08888 | (555) 555-5555 | josh@somedomain.com

SAMPLE

June 1, 2011

Katherine Yu
HR Director, ABC Company
1530 State St.
Anytown, NJ 08999

Dear Ms. Yu:

Your advertisement for an HR assistant fits my qualifications perfectly, and I am writing to express my interest in and enthusiasm for the position.

After completing a business degree from Rutgers University in May, I enrolled in a human resource development program to further enhance my credentials in the field. Course highlights include: Leadership in an Organizational Setting, Performance & Task Analysis in Human Resource Development, and Technology in HR Settings.

Based on your description of the ideal candidate, I also offer:

- A solid educational foundation in organizational development, employee training and development skills and knowledge of how to use technology to improve individual/organizational performance.
- A proven ability to build rapport with individuals from all cultural and socioeconomic backgrounds.
- A track record of excellent performance as a part-time/summer employee concurrent with full-time college enrollment.
- Technical proficiency in database programs (including Oracle) and MS Office Suite.

If you agree that my services would be valuable to ABC Company, I would very much like to meet in person to learn more about your HR support needs. Please feel free to call me at (555) 555-5555 or email at josh@somedomain.com.

Thank you for your time and review of the enclosed resume, I look forward to speaking with you.

Sincerely yours,

Josh Michaels

Josh Michaels

Cover Letter Sample (source: Monster.com)

2720 Euclid Drive
Philadelphia, PA 19110

SAMPLE

April 15, 2015

James Weston, Assistant Director
American Association of Community Service Organizations
7210 Connecticut Avenue, Suite 223
Washington, DC 20036

Dear Mr. Weston:

I enclose my resume in response to your announcement in The Washington Post for a Community Research Analyst.

I am especially interested in this position for several reasons. First, I have six years of thoroughly enjoyable experience in working closely with community service organizations at the local and state levels. Second, I have conducted several practical studies of community service organizations which have resulted in strengthening their roles at the local level. Finally, my research work has placed me at the center of the policy process where I have worked effectively with government officials and other community groups.

I would appreciate an opportunity to meet with you to discuss how my experience might best relate to your needs. My combined research and community relations approach may be of special interest to you since it has resulted in some innovative approaches to community action.

I look forward to learning more about your research needs and sharing some of my experiences with you. Please feel free to call me at (555) 555-5555 or by email at [enter email here].

Sincerely,

Sarah Taylor

Sarah Taylor

Enclosure