

## How to Write a Cover Letter

- Use *business letter* format.
- Whenever possible, address the letter to the *person* who will read it. Dear Search Committee or Dear Hiring Manager is better than To Whom It May Concern
- The first paragraph identifies the job you are applying for, how you heard about it, and a hook, if you have one.
- A *hook* is a point of information that may be of special interest to the reader. For example, Steve Jones in Accounting suggested that I apply for the Accounting Clerk position.
- The second paragraph highlights your qualifications that are directly related to the position described in the job announcement. Use different wording from your resume, and give an example, as in: I used Excel for 3 years at B-Global to track and report weekly cell phone revenues.
- If using a third paragraph, continue to focus on your qualifications.
- The concluding paragraph is an opportunity to thank the employer, to indicate that you are looking forward to meeting the employer, and to explain additional qualifications that you can bring to the position. It is fine to indicate that you will call in a week to see if any additional information is needed and to schedule a meeting. (Only say this if you will follow through.)
- See the job announcement to find out how the employer *prefers* to receive your materials: fax, email, or U.S. Mail.
- When *emailing*, put a shorter version of the cover letter in the body of the email, followed by a cut and paste of the resume. Also attach the resume. This way the employer will have a choice of whether or not to open the attachment.
- For computer technology and multi-media / graphic design industries, consider a resume in PDF format. Also consider putting a link to an online portfolio or resume in your email.

*See sample cover letters*

### Citation Information

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