

# Cover Letters

Blackburn College

Career Services & Experiential Learning

# Cover Letter- general tips

- Include contact information
  - Same format as resume
- Write a targeted letter
  - Show that you have done your homework
- Address a specific person
- Keep it short (1 page MAX)
- Don't repeat the resume- expand on it
  - Include examples
- Edit, Edit, Edit!!!!

# Cover Letter

- **FIRST PARAGRAPH**
  - Identify the position for which you are applying.
  - State how you learned of the position and why you are interested in the position or organization.

# Cover Letter

- **SECOND PARAGRAPH**
  - Summarize why you are a strong candidate for the position.
  - Target the job description and specifically discuss how your skills relate to the job requirements.
  - Highlight one or two of your accomplishments or abilities that show you are an excellent candidate for the position.
  - Detail positive characteristics and past experiences that illustrate how your qualifications will benefit the organization.

# Cover Letter

- **CLOSING PARAGRAPH**
  - Thank the person for considering your resume and offer to provide additional information.
  - Include your phone number and when you can be reached.