

Cover Letter Quick Tips



Cover Letter Essentials

The cover letter introduces you to potential employers and demonstrates how your strengths match the position.

Your cover letter should be focused on the needs of the organization, not yours!

Modify and tailor your cover letter for each position!

Opening Paragraph

The opening paragraph addresses the question **why them**. Describe how you found the position and what you are applying for. If someone referred you, this is the place to mention their name. Highlight why you are applying to this company, and specifically why you are interested in them. You can introduce yourself in this paragraph or the next. End the paragraph with your thesis sentence: this is the top two or three reasons you're interested or qualified for the position.

Middle Paragraph(s)

Here is your chance to expand on your thesis sentence, with concrete examples demonstrating your skills and experience. Highlight your knowledge of the company indicating how your experiences will fit with their needs. Address any specific qualifications in the job description. The middle paragraph(s) answer the question **why you**. Review the job description and incorporate the industry language and action verbs used in the job description.

Closing Paragraph

This can be a simple paragraph, reiterating your interest in the position and thanking the employer for taking the time to read your cover letter. Be sure to indicate how or when the employer can reach you.

Tailor Your Cover Letter

Review the job description for the action verbs and industry language in the posting.

Incorporate the appropriate industry language and action verbs into your cover letter to demonstrate fit.

Cover Letter Review:

Have your cover letter reviewed for content, typos, and grammar. Do not send a cover letter without having someone review it!

Cover Letter Walking Workout Tips

RS Peters

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