

# COVER LETTERS

COVER LETTERS ARE:	COVER LETTERS ARE NOT:
<ul style="list-style-type: none"> <li>Accompanies your resume and sells the reader on you as a candidate, compelling them to closely review your resume</li> <li>Written specifically for the job for which you are applying</li> <li>Should be addressed to the hiring manager or search committee</li> <li>Is always typed in a standard easy to read font, error-free</li> <li>If printed, do so on complimentary paper to your resume. If electronic, save and submit as a PDF.</li> </ul>	<ul style="list-style-type: none"> <li>Not a generic form letter</li> <li>Not addressed to "Dear Sir/Madam"</li> <li>Generally no more than one page</li> </ul>

SAMPLE COVER LETTER FORMAT:	
Your Name Your Mailing Address Your Phone Number	CORRECT DATE
Name of Recipient (correctly spelled and including title) Organization or Agency Name Complete Address	
Dear [hiring manager or search committee chair],	
<p><b>OPENING PARAGRAPH:</b> The opening paragraph sparks the interest of the employer in you as a candidate! State why you are writing and why you're interested in this organization specifically. You may also reference the source of your knowledge of the vacancy (perhaps mention a contact's name or a personal connection to the organization, location of advertisement, etc).</p>	
<p><b>BODY PARAGRAPH:</b> Impress the reader by presenting your skills and achievements complimentary to the job description or vacancy. Highlighting what you can do for the organization and how your values match theirs. Describe your skills, unique qualifications, and work ethic. Personalize your descriptions to the organization or agency as much as possible.</p>	
<p><b>BODY PARAGRAPH:</b> Highlight a few of your most remarkable or relevant experiences on your resume. You may also want to describe relevant experience not reflected on your resume.</p>	
<p><b>CLOSING PARAGRAPH:</b> Tell them you look forward to hearing back from them as their search progress unfolds and how you can be reached for an interview. If additional materials are needed, state that you will be glad to supply them. Be sure to emphasize gratitude and say thank you!</p>	
Sincerely, Your Signature Your Name Typed	

BEST KEPT SECRETS:	COVER LETTER CHECKLIST:
<ul style="list-style-type: none"> <li>It's all about <u>who you know</u> AND <u>who knows YOU!</u> Network with an agency or organization before you apply for a job – this can be accomplished through job shadowing, internships, or volunteerism.</li> <li>Be aware of your digital identity. Google yourself and see what shows up in the search results. Set your social media accounts to private and make sure your publically viewable profile picture is professional.</li> <li>Create a portfolio/binder that displays your certificates, highlights your leadership and project management, and/or your publications.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Is your cover letter error-free and easy to read? e.g. consistency of verb tenses, pronoun tense, font size...</li> <li>✓ Have you reread your cover letter for content, clarity, and relevance to the job description?</li> <li>✓ Is your cover letter interesting?</li> <li>✓ Does the content of your cover letter highlight your qualifications for the position and match the values of the organization or agency?</li> <li>✓ Have you asked someone else to review it?</li> <li>✓ Would you want to interview someone based on your own cover letter?</li> </ul>

Contact [StudenLife@nccc.edu](mailto:StudenLife@nccc.edu) to schedule an individual resume or cover letter review session, or to schedule a mock interview.