

How to Write a Cover Letter

Cover letters are a one-page document meant to summarize your professional experience. Free templates can be found on Microsoft Word, Google Docs, and Canva.com. Below is a step by step summary on how to write a cover letter.

1. Write down your contact information
 - a. Name
 - b. Phone number
 - c. Email
 - d. Address
 - e. Website (optional)
 - f. Include a date!
2. Address cover letter to hiring manager
 - a. Include department or company's address
 - b. Find the name of the hiring manager and address letter to them directly
 - i. If you cannot find the name, address letter to Hiring Manager
 - ii. Do not use "To Whom It May Concern,"
3. Write an opening paragraph to introduce yourself and why you want the position
 - a. Express enthusiasm
 - b. Do not state that you are applying, describe why you are applying
4. Include body paragraphs describing some of your experience or greatest achievements that may relate to the open position
 - a. Keep it clear and concise
 - b. Use specific details
 - c. Make sure what you are describing relates to the position responsibilities
 - d. Use numbers if and where you can
5. Close out the letter with last remarks
 - a. Briefly express why you are the best candidate
 - b. Write that you look forward to the next steps of the hiring process
 - c. Include how they can contact you
6. Formal salutation
 - a. "Sincerely" works best

Even if the job ad does not state to include a cover letter, **include** one in your application!

Good luck!