

# Cover Letter Guidelines

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Your street address  
City, State Zip Code  
Month, Day, Year

Name of person you are writing  
Title of person you are writing  
Name of Organization  
Street Address  
City, State Zip Code

Dear Mr./Ms.--:

In your first paragraph, hook them with an interesting first sentence. Explain why you are excited about the specific position and the organization (do your research and find what you admire about them). You might also include how you learned of the position or organization, *if appropriate* (i.e. Career Fair, friend, professional connection). Create a transition sentence that describes your main qualifications. (You will illustrate your skills through a story or stories in the paragraphs below.)

In the second paragraph, relate your skills and qualifications to their needs. Review the job description for specific information about what the employer is seeking. Research the company to identify their needs and goals. If you are not responding to a position announcement, try to anticipate their needs based on your knowledge of the career field and organization. Choose 2-3 skills or experiences that you want to highlight. Think about your accomplishments. Pick one and tell the story, explaining the situation, the steps you took to make something happen or overcome an obstacle and the positive results. This method will help illustrate your skills rather than just stating them. Describe how those skills or that experience will benefit the employer and the position. You may also explain how your academic background has prepared you for the position or why you are passionate about the opportunity or company. Avoid repeating everything on your resume.

In your closing paragraph, indicate you look forward to talking with them in greater detail about the position and your qualifications. Indicate they may phone you if they have questions and include your phone number where they can contact you if they need further information. Sincerely,

*Your Name \**

Your Name (typed)

\*If you are mailing or dropping off your cover letter, you should sign your name here. If you are e-mailing it, you can type your name and put it in a cursive-like font.

**YOU MUST TAKE THE INITIATIVE TO FOLLOW UP AND KEEP YOUR NAME IN THE EMPLOYER'S MIND. It is appropriate to reach out 5-7 days after submitting your materials. You may email or phone a company to ask where they are in their hiring process.**

Use 12 or 11-point font, whichever you used on your resume, and print your letter on the same color and type of paper as your resume.

*\*Do not reprint the following Accessibility Statement on your resume: If you need this document in another format, please email Caitlin Blank, caitlin.blank@ung.edu, or call 706-864-1951.*