

COVER LETTER Quick Tips

Information Provided by RMU Career & Professional Development Center

- 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.
- Do research on the employer and role for which you are applying before writing your cover letter.
- Incorporate your skills, experiences and achievements into the cover letter using key action verbs to demonstrate fit for the position.
- Tailor your cover letter for each position.
- A well-written cover letter has the potential to impress employers and set you apart from other applicants.

1

Opening Paragraph

Introduce yourself and tell why you are writing. List the job you are applying for. Grab the employer's attention with why you are interested in the position or organization. If you were referred by someone, mention their name here.

2

Middle Paragraph(s)

Tell the employer your story. Describe your qualifications for the position using specific examples from education and work experiences. Connect your accomplishments, skills and knowledge directly to the position or the organization. Avoid repeating facts in your resume.

3

Closing Paragraph

Keep this paragraph brief. Reiterate your interest in the position and why you are a good fit. Thank the employer for their time and consideration. Be sure to indicate how and when the employer can reach you.

Tailor your resume - Review the job description for the action verbs and industry language and incorporate appropriately into your cover letter.

Additional Cover Letter

TIPS

Cover Letter Format

Contact Information: Include you name, phone number and email address.

Greeting: Try and find the name of the person who will be reviewing your resume and address the letter to this person. If not available use a title such as Internship Coordinator or Human Resources Manager.

Paragraphs: Compose your opening, middle and closing paragraphs as explained above.

Close/Signature: choose a closing that is friendly yet formal, such as Regards, Sincerely, Respectful, Thank you. If providing a printed copy of your letter include your full typed name, then sign the letter.



Things to Remember

- Follow the instructions in the job posting for submitting you cover letter.
- Write a custom cover letter for ever job so it reflects your interest in the specicic position and company.
- Visually match your resume. The heading of your letter should correlate with your resume along with font style and size.
- Save your cover letter as you did your resume using your full name and the position for which you are applying
- Proofread your resume for any errors before sending.

DON'T FORGET

To Write a Thank You Email After an Interview

It is important to express appreciation for the opportunity to meet with the interviewer(s).

Here are a few tips for your Thank You Email:

- Send email to each representative – can be in 1 email or separate to each representative
- Send email as soon as you are done with your interview or by the end of the day of the interview
- Include your name, the position applying for and the words "Thank you" in the subject line
- Be brief and to the point, remember to use professional writing style (not too casual)
- Start your email by thanking the interviewer(s) for their time, and express your interest in the position
- Remind them of your qualifications, and attach any links to any professional portfolios you wish to share
- Include your contact information as your signature at the bottom of the email.