

COVER LETTER TIPS

MOST IMPORTANT TIP: Make sure your final draft is FREE OF ERRORS!!

Purpose of a Cover Letter:

- Gives you the opportunity to convince an employer to read your resume.
- Allows you to express your interest and enthusiasm in the position and possibility of working for the Organization.
- Enables you to highlight your transferable skills.
- Strengthens your chances of securing an interview.
- Demonstrates your written communication skills.

Your Cover Letter Should Have 3 Parts:

The first paragraph should:

- Capture the employer's interest and explain why you are writing.
- Identify the employer and position by name.
- Convey how and where you learned of the job/internship posting.
- Briefly give some background information about yourself.

The second section can:

- Be more than one paragraph.
- Should mention how your career plans, background, experience, and skills are relevant to the position and/or how they coincide with the organization's needs. But avoid restating your resume.
- Highlight your strengths and qualifications using specific examples.
- Should make a good first impression; this is your first chance to "sell" yourself.

The third paragraph will:

- Be your closing paragraph.
- Refer them to your resume and/or reference page.
- Indicate your desire for a personal interview and/or encourage them to contact you if they have questions regarding your qualifications/experience.
- Thank them for their time and discuss your method and time of follow-up.

Dos and Don'ts of Writing Your Cover Letter

Do:

- Send a cover letter with every resume you send.
- Address the letter to a specific person and title.
- Print each letter individually (no copies).
- Limit the letter to one page.
- Sign your name.

Don't:

- Address to a title of department (ex. Dear Search Committee).
- Be pushy or assuming.
- Mass produce your letter. All letters must be specific to the organization and job.

Guide to Writing Resumes and Cover Letters, Career Services Center, University of Delaware, Newark, Delaware. Retrieved from <http://www.udel.edu/CSC>
Resume Writing Tips, Career Development Center, Albright College, Reading, Pennsylvania. Retrieved from <http://www.albright.edu/resources/careercenter>
Cover letters, Career Development Center, Arcadia University, Glenside, Pennsylvania. Retrieved from <http://www.careerhelp@arcadia.edu>



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