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 section 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; **do not restate 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 section 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
- Print each letter individually (no copies)
- Limit the letter to one page
- Sign your name

Don’t:
- Be pushy or assuming
- Mass produce your letter—All letters must be specific to the organization and job
- Reiterate your resume bullets

Guide to Writing Resumes and Cover Letters, Career Services Center, University of Delaware, Newark, Delaware. Retrieved from http://www.udel.edu/CSC


Cover Letter, Career Development Center, Arcadia University, Glenside, Pennsylvania. Retrieved from http://www.careerhelp@arcadia.edu

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