

Cover Letters

Whether you love them or hate them (don't worry, most people hate them) they are a necessary and incredibly valuable part of the application process. They allow you to imbue a sense of self and highlight soft skills. Like a resume your cover letter should be brief (no more than a page) and to the point.

Your Name

Phone Number

Email

LinkedIn/Github/Portfolio/Personal Website

- Keep things consistent by using the same header as your resume

Employer Name

Street Address

City, State, Zip Code

Date

Dear Hiring Manager,

- If and when possible list the name of the hiring manager, often times you can find this information on the company website or on LinkedIn
- Can't find a name? Use Dear Hiring Manager, steer clear of To Whom it May Concern

Start by telling the employer why you want to work for them and why you feel you'll be a good fit for the position. Show your enthusiasm for the company and the role. If you were referred by someone let them know.

- Just like in an essay, you want to pique the interest of the reader, start by giving them a reason to continue reading
- Be sure to do your research before beginning your cover letter, you should have a firm understanding of the company and the work they do

Go into detail about experiences and skills set that will allow you to excel in this position. This shouldn't be a narrative form of your resume but rather a deep dive into 2-3 skills that you think will make you stand out.

- Thoroughly read through the job description and ensure you have a solid understanding of how your skills and experiences relate to the role
- Make a list of the top qualities and skills they are looking for in a candidate and pick 2-3 that align with your skills

A brief summary of your qualifications and restate your interest in the position.

Sincerely,

Your Name



Cover Letter Toolkit



The cover letter is your opportunity to connect your skills and experiences, that are highlighted in your resume, to the position itself and the company. Your cover letter should answer three main questions:

1. Why do you want to work for this company?
2. Why are you interested in this position?
3. What skills do you bring to the position that set you apart from other candidates?

Additionally, the cover letter is an incredible opportunity to tell the employer about yourself!

The Company

Every application process should begin with good research of the company. The cover letter is no exception!

Company Name:

Hiring Manager:

Mission - what are they trying to achieve in their work?

Values - what do they value in their employees?

Culture - what is your understanding of the company culture? Laidback? Formal?



The Job

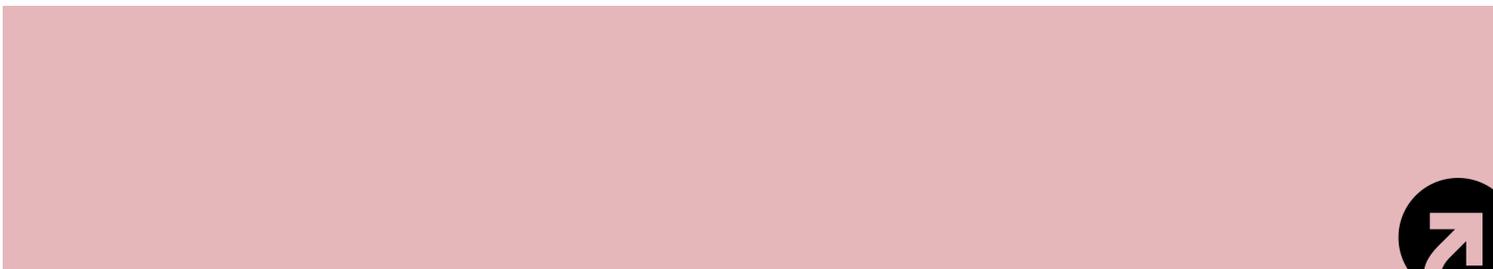
Now that you have a better sense of the company and their culture, it's time to dive deeper into the role you are interested in.

1. List of the skills required to the job
2. List of qualifications required to do the job
3. List all desired traits and attributes



1. Highlight the top 3-5 skills and qualifications for the role
2. Highlight the top 2-3 skills and qualifications that overlap with the top qualifications for the role

Your Cover Letter Topics!



Your Skills Bank

1. Make a list of all your skills that relate to the role
2. Make a list of all your qualification that relate to the role

