

# Cover Letter Guide

Utilize the same header format from your resume

**FIRST NAME LAST NAME**

City, State

Phone Number

E-Mail Address (Professional)

To [Hiring Manager Name, if known – otherwise, The Hiring Manager]:

Avoid gendered salutations (Mr., Ms., Mrs.), but do include any honorary titles (Dr.)

General introduction sentence. This should include the title of the position you are interested in as well as the company name. This sentence should express enthusiasm and interest.

Background statement. Give a brief description of your background and why this position is of interest to you. Refer to the job description for details of the job. What excites you about this role? How does it connect with your background (be general, you will connect more in detail later)? Finish with a transition sentence that alludes to delving deeper into your work and/or educational history.

Connect your work and/or educational history to this role. Refer to the job description and your research on the company. Make notes directly on the job description bullet points. What experiences can you BRIEFLY describe that connect with this role? Share about them briefly. DO NOT repeat the bullet points of your resume. Rather, delve deeper into those bullet points and cross-check them with the job description. Here, include qualities of character that benefitted you while completing these tasks (I am an efficient task manager and completed this project by...) This can be a couple of paragraphs long, as it is the most important part of a cover letter (connecting YOU to THIS ROLE). You can utilize the STAR method (resource on the Career Resources page) to assist you. Finish with a transition sentence that connects those qualities of character to the company.

Connect your qualities of character described above with the company's values and mission. Speak more about why you want to work for this specific company, at this time. Finish with a transition sentence that re-iterates your interest and excitement in the role (in different words than you utilized previously).

Finish off with a sentence that sets future intentions. Thank them for their time. Remain firm and positive in future contact. Come up with your own wording for this. Be true to you and how you speak. One example COULD be (do not copy and paste this, utilize your own wording): I look forward to the opportunity to discuss how I can be an asset to [name of company]. Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Leave space for your signature  
Not required, but a nice touch

First Name Last Name

Keep to ONE page



Arts Division