

Résumé Cover Letter

Helpful Tips!



Your résumé is a summary of your credentials and a marketing tool for **YOU!** The goal of a résumé is to demonstrate why your education, work experience, skills, and background uniquely qualify you for the position you're applying for.

There are **three main parts** to your cover letter.

Part 1

Your first paragraph should:

- Identify the position for which you are applying.
- State how you learned of the position and why you are interested in the position or organization.

Part 2:

Your second paragraph should:

- Summarize why you are a strong candidate for the position.
- Target the job description and specifically discuss how your skills relate to the job requirements.
- Highlight one or two of your accomplishments or abilities that show you are an excellent candidate for the position.
- Detail positive characteristics and past experiences that illustrate how your qualifications will benefit the organization.

Part 3:

Your third paragraph should:

- Thank the person for considering your résumé and offer to provide additional information.
- Include your phone number and when you can be reached.

Manage the Details

- Always mail a cover letter with your résumé.
- Address the letter to the contact person or to the Human Resources Administrator.
- Use standard business letter format on paper that matches your résumé.
- Use white or off-white 8½ x 11 inch paper.
- Use a font size of 10 to 14 points.
- Use non-decorative typefaces. Choose one typeface and stick to it.
- Cover letters should be individually typed and signed.
- Use terms and phrases that are meaningful to the employer.
- Minimize jargon, abbreviations, and contractions and be concise.
- Check your letter for errors and grammatical correctness.
- Print on one side of the paper.
- When sending a résumé via email, include your cover letter in the body of the email or [depending upon the employer's instructions] send it with your résumé as an attachment.