

STETSON UNIVERSITY

Writing Center Handouts

Cover Letter Tips

What is a cover letter? A letter sent with your resume to provide additional information about your skills and experiences. What is its purpose? The letter provides detailed information on why you are qualified for the job you are applying for. Don't simply repeat what's on your resume—rather, include specific information on why you're a strong match for the employer's job requirements. Think of your cover letter as a sales pitch that will market your credentials and help you get the interview.

First paragraph (SETTING THE STAGE):

- Introduce yourself by stating your year, major, university
- State why you are writing to the employer
- Explain your interest in applying for the job opening
- Discuss briefly why you are a good fit for this position
- Catch the reader's attention; Make yourself stand out

Second paragraph (SALES PITCH):

- How do your previous experiences (current/previous jobs, internships, etc.) and skills fit the job position?
- Use anecdotes from your experiences to highlight how your skill set can enhance their workplace (ex: team player, flexible, think on your feet)
- How can you help the organization/employer achieve success?
- Provide relevant coursework; talk about how you can apply what you learned
- Explain why you want to work for this organization/company

Third paragraph (WRAP UP):

- Thank the employer for considering you for the position
- Suggest a follow up meeting by phone or in person
- Tell the employer that you are looking forward to hearing back from them
- **Provide your phone number, email address, and your availability to talk with them**

Additional Tips

- Research the company/organization
- Show the employer that you are individualizing (tailoring) this job application to this specific position
- Proofread/Edit!