

Crafting a Cover Letter

Make sure that your cover letter has the same header & font as your resume.

WHAT IS A COVER LETTER?

A cover letter accompanies your resume when you are applying for jobs. It covers what you are unable to express on your resume. Treat it as an introduction and request to interview with the potential employer.

USE THE PEAK CURRICULUM TO YOUR ADVANTAGE

Pursuing multiple majors and minors gives you the opportunity to develop multiple skillsets from your academic coursework. When writing your middle paragraph(s) in your cover letter, brainstorm different skillsets that you've acquired in your classes/involvement that demonstrate your potential success as a candidate and align with the requirements of the job description.

Your Name

Street Address. • Town, State, Zip Code • Phone Number • Email

Name of the Person of Contact, Title
Organization Name
Street Address
City, State, Zip Code

Dear (Contact Name),

Paragraph 1: Formal Introduction

- Mention the position that you are applying for and how you came to know about the opening.
- Make it enticing enough to encourage the employer to read further
- In order to make the cover letter more personal, perhaps refer to an event that has encouraged you to pursue a career in the relevant field or with their organization. These can include courses taken or previous volunteer, work, or internship experience, for example.

Paragraphs 2 (or 3): Why are you qualified for this position?

- Establish your strengths & skills that align with the particular job requirements that are defined in the job description.
- Why did you choose to apply for the position and organization?
- Identify your character traits that align with the position/organization, such as your ability to be reliable, cooperative, team-oriented, etc.

Final Paragraph: Request for Action

- Affirm your enthusiasm for the prospect of joining this employer.
- Request further correspondence.
- Thank their employer for their consideration & time.

Sincerely,

Your name

Your cover letter should be only **one page**, single spaced.



Come chat with us!

Email us at CareerServices@collegeofidaho.edu to make an appointment to look at resumes, cover letters, C.V.'s, internship applications, or study away opportunities!