

Cover Letter

What is a Cover Letter?

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

However, for an employer to offer you an interview, you must write a strong letter that expresses your character, strengths, skills, and clear communication.

How to Format a Cover Letter?:

Keep your cover letter to **one page** (single spaced)! Each posted job can have hundreds of applicants. Those who read your materials want you to get to the point, so be succinct.

Standard letter format: contact block, date, opening (Dear so-and-so), your formal introduction (name), content, salutation, your signature and printed name.

Your cover letter needs to include these three main sections: your introduction, your interest in the position & organization, and your request for action.

Quick Tips:

- > Use the same header for all your application materials.
- > Pick a readable font and stick to it.
- > Be yourself. When you write in a way you are uncomfortable with, it shows.
- > Have a positive, energetic, and hopeful tone throughout the letter.
- > Proofread. There is no excuse for mistakes. Have a peer, mentor, or a CEL staff member review your letter before you submit it!

Your Name

Street Address, Town, State, Zip Code
555.555.5555 • your.email@yotes.collegeofidaho.edu

Date

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

Dear (Contact Name),

1. Formal Introduction

- This is your official introduction/first impression.
- Include the position title you are applying for.
- If someone recommended the job to you, or you know someone that works at the place you are applying, include their name (only if you have permission to do so).

2. Why Are You Interested?

- Immediately establish your skills & strengths that align with the job requirements found on the job description.
- Once the employer knows your ability to do the job, they want to know if you will fit. Why did you choose to apply for this position & organization?
- What do you bring to the table? Identify your value/character or something extra that will make you stand out. You are: reliable, ethical, cooperative, empathetic, etc.

3. Request For Action

- Affirm your enthusiasm for the prospect of joining this employer.
- Request further correspondence.
- Express your flexibility in when you are available for an interview.
- Thank the employer for their consideration & time.

Sincerely,

(sign your name)

Your Typed Name

THE COLLEGE
of IDAHO

