COVER LETTER GUIDE

A cover letter allows you to introduce:

1. Who you are.
2. Who is your primary audience and what do they need to know about you?
3. How will they receive the resume (i.e., the medium: paper, electronic, plain text, or modified via an online application system) and what do you need to do to make the most of the format employed.

This is your opportunity to expand on points from your resume that are especially noteworthy or relevant and convey your interest in the position and company. Unless the job/internship description specifically states not to, you should always send an original cover letter when submitting a resume or application to an employer.

Use the company website or Linked-In to find the name of the hiring manager. If you can’t find it, address the letter to the specific department or “Hiring Manager”. Avoid “To Whom It May Concern”.

If uncertain whether “Mrs.” or “Miss” is preferred, use “Ms.”

Align all text to the left side of the page.

If submitting online or through email, remember to include a digital signature here.

A cover letter is typically between ½ and 1 page long and 3-4 paragraphs. Do not exceed 1 page.

Conduct a spell check and review very carefully for typos, grammatical errors, and misspelling of names and contact information.