**The Ultimate Guide to Writing a Cover Letter**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What is a cover letter?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**It is meant to:**

1.) Introduce yourself to the hiring manager

2.)

3.) Fill in places your resume cannot describe

4.) Further explain other aspects of your resume

**Contact Information:**

To begin, include both the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_ contact information

Example:



**Introduction:**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Put yourself in the hiring manager’s shoes for a second. Would you like to be addressed as “Dear Sir or Madame?” or “To whom it may concern?”
* “Dear Sir or Madame” makes you sound like you’re from the year 1865, and “to whom it may concern” is not very personable.
* You can easily avoid this problem by doing your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Look through the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, LinkedIn, or even give the company a \_\_\_\_\_\_\_\_\_\_\_\_\_ to ask for the hiring manager’s name.
* Introduce \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* In the first paragraph, begin by telling the employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* The rest of this paragraph should briefly present basic info about yourself, including:
1. Area of study/expertise

**Sell Yourself:**

The second paragraph should respond directly to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ written by the hiring manager.

Describe how your previous job \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_ will allow you to meet the company’s needs.

To make that easier, you should include words and phrases from the job description in your cover letters.

**Go The Extra Mile:**

Do some \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ about the company, and try to find out what they are doing and why?

In a third paragraph, explain how you can be an \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the company and help them \_\_\_\_\_\_\_\_\_\_\_\_\_ any goals in the future.

**Conclusion:**

Last Paragraph 🡪 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inform them that you’d love to get \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Tell them that you’ll be in contact with them in a week if you don’t hear back.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ them for spending the time to read your letter.

