

# GUIDE TO WRITING A COVER LETTER

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Date

Mr./Ms./Dr. First Name Last Name

Job Title

Name of Organization

Organization Address

City, State Zip

UNIVERSITY OF  
CENTRAL MISSOURI  
CAREER  
SERVICES CENTER

 Handshake

Dear Mr./Ms./Dr. First Name Last Name

## First Paragraph:

- Identify the specific position for which you are applying
- Indicate how you learned of the employment opportunity/opening/job posting
- Do not be afraid to “name drop” mutual friends/family/acquaintance, if appropriate

## Second Paragraph:

- Highlight your qualifications relative to the job and organization for which you are applying
- Bring out specific experiences from your past that are relative to the job for which you are applying
- Highlight what you have done (school, work experience, leadership, activities, honors, etc.) relative to that which you are applying

## Third Paragraph:

- Highlight what makes you the top candidate for that which you are applying
- Detail the mutual benefits relative to them selecting you
- What can you do for them– express your worth to them
- What specific knowledge, skills, or abilities do you possess that will benefit them
- Use specific examples of past performance
- Show your interest in the organization’s value, purpose, mission and reputation. Illustrate how your attributes mirror the organization’s culture

## Final Paragraph:

- Take the initiative and state when you will follow-up with a phone call (be specific, i.e. day and time)
- Always include your phone/cell number, e-mail address, or ways in which they can readily contact you if they have any questions
- Thank the reader for their consideration

Sincerely,

*Your Signature* (Do not forget to sign)

Type Your Name

### Helpful Hints

- Don’t just restate your resume; provide examples of how you demonstrated your marketable skills in your work
- Focus less on what you expect from the company, and more on what benefits you will provide that company
- Know someone at the company? Name drop!
- Add some numbers to add value to your work. “I trained eight people,” or “I crafted communication for a company over 200 individuals.”
- Be genuine; be yourself!