

Jerry Bulldog

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Your name and contact information should match your resume.

Month Day, Year

Always check to make sure the date is updated at the top of the page.

Hiring Manager
Title
Organization Name
Street Address
City, State Zip

If necessary, do research online or call the employer to find out who will receive this letter.

Avoid "To Whom It May Concern" if possible. If you cannot find name, address, company, or department, use "Dear Company/Dept. Name".

Dear Hiring Manager Name,

Paragraph 1: **Introduce yourself and state why you are writing.**

Must include the position you are applying for and company name.
Be sure to include your degree.
List the name of anyone who referred you to apply.
Use some key terms to describe what makes you a good fit for this job.

This is your chance to explain why you are excited about this job.

Be sure to quantify number of years of experience or specific results you may have achieved here.

Paragraph 2: **Explain your value to the organization.**

Describe how you will contribute. What do you bring from past experience?
Give 2-3 work experience examples/skills and explain how they apply to this job.
Example: "As a team player, I have joined and participated in committees and school improvement projects to help build a better environment for students and staff alike."

Paragraph 3: **Close with a call to action.**

Thank them for their time/consideration.
Tell them what you want to happen next.
Should they call you for a list of references?
Would you like to discuss the position further in an interview?
Should they plan for you to follow up again on a specific day?
Be sure to include your contact information again.

This is your chance to explain why you are excited about this job.

It is okay to summarize your interest in the position one more time here as well.

Sincerely,

If you send a printed copy of the letter, be sure to sign your name in pen in this space.

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- Custom cover letters for each employer.
- Had friend or family member read through the letter to ensure that everything makes sense has been updated correctly.
- Corrected all spelling and punctuation errors before sending.

Career Services

Why do I need a cover letter?

A resume is your opportunity to tell an employer why you are a great fit for the position. It should be personal and customized to each job like a thank you note. They are typically three paragraphs (no more than four) and are a great way to demonstrate your written communication skills to the organization.

What if they don't read it?

Some employers don't request a cover letter. That does not mean you shouldn't write one. Having a personal cover letter shows initiative and gives you an extra chance to explain how you are qualified to an employer. Don't miss the opportunity to tell them why you are so great!

How do I send a digital cover letter?

1). If you are sending an email to a general inbox, attach the cover letter as a .pdf file (unless told otherwise by an employer) with your resume.

2). When emailing the hiring manager directly, use the cover letter as the body of the email.

3). Sometimes employers ask for applications online.

- Upload your cover letter as an additional .doc or .pdf file after your resume is uploaded.

- Other additional documents you might upload are a list of references, transcripts, or letter of reference when requested.

* Always request a "read receipt" before sending an email application so you get confirmation that the email message went through. *

Cover Letter Checklist

Before you write your letter, here are some details you need to have on hand:

Personal Information

- Name
- Address/Email Address
- Cell/Home Phone Number
 - o With professional voicemail setup.

Employer Information

- Hiring Manager's Name/Title
- Mailing Address

Position Details

- Posted Job Title
- Name of Organization
- Job Description

Personal Description

- Reason you are interested in job
- Key terms to describe yourself
- 2-3 relevant work examples.

DON'T FORGET!

- Explain why/how your past experience applies to the new job.
- Change up your sentences so they do not all start with "I".
- Keep the style/format of your cover letter consistent with the style/format of your resume.
- ALWAYS thank the reader for taking the time to consider you.