



COVER LETTER WRITING GUIDE

The two basic types of cover letters are the Letter of Inquiry and the Letter of Application. The Letter of Inquiry is used to request information about a position or program. The Letter of Application is used to apply for a position. Both letters should be professional and concise. They should be typed and double-spaced. They should be addressed to a specific person if possible. They should be addressed to the appropriate department or office. They should be addressed to the appropriate person if possible. They should be addressed to the appropriate person if possible. They should be addressed to the appropriate person if possible.

COVER LETTER BASICS

- Include your full name and address at the top of the letter.
- Include your permanent phone number, cell phone number, and email address.
- Use a professional tone and avoid slang.

General Guidelines

- Keep the letter to one page.
- Use a professional font and size.
- Use a professional tone and avoid slang.

Purpose of the Cover Letter

- To make a good first impression and sell yourself.
- To show your interest in the position and how you can contribute.
- To highlight your strengths and qualifications.
- To show your enthusiasm for the position and your company.

COVER LETTER STRUCTURE

Introductory Paragraph

- Briefly introduce yourself and your reason for writing.
- Get to the point and state your purpose for writing.
- If sending a letter of inquiry:
 - State the specific job title and location.
- If sending a letter of application:
 - State the specific job title and location.

Body Paragraphs

- Highlight your strengths and qualifications for the position.
- Provide specific examples of your achievements.
- Explain how your skills and experience make you a good fit for the position.
- Express your interest in the position and your company.

Concluding Paragraph

- Reiterate your interest in the position and your company.
- Indicate the actions you would like to have happen (i.e. for an interview) and the best way to contact you.
- Express your appreciation for their time and consideration.