Writing Strong Cover Letters

Why Cover Letters?

A cover letter explains why you are a good fit! It is a chance to show your enthusiasm and personality to the employer.

Send your cover letter to an employer along with your resume.

1. Stick to one page

Use the same professional font as your resume. Size 10-12

Sign your cover letter black ink or keep blank if electronic

Less "I" and more "you" in your sentences. Think: How can I help this organization?

ABC

Proof, proof, proof for typos and accuracy!

Structure

OPENING PARAGRAPH
- State why you are writing
- The position you are applying for
- Express your interest in the organization

SECOND PARAGRAPH
- What are your qualifications?
- Why are you the right person for the job?
- Show some personality

CLOSING
- Re-State your interest
- Request an in person meeting/interview
- Thank the employer

Sources:
www.collegecentral.com
www.macalester.edu/cdc/resources/guides/
www.uwrf.edu/CareerServices
Reference Page Tips

- Format: Heading and font should match your resume. List references in blocks on left side of page
- Include:
  - Name, Dept/Company, Title/Position, Address, Telephone, Relationship
  - Faculty, advisors, and former or current supervisors make great references
  - Provide potential employers your reference sheet when they ask for it - not before
  - Check first! Ask, "Can you be a STRONG reference for me?"
  - The ideal number of references: 3-5

Portfolio & Work Samples

- Depending on your industry, showing employers a portfolio or work samples can help illustrate your skills, growth and quality of work.
- Hard Copy Portfolio: Effective in an interview. Use a leather-bound case or 3-ring binder with tabs to show your work
- Mini Portfolio: Showcase only your BEST pieces of work. Use a thin 2 pocket folder
- E-Portfolio: Use one of the many online tools to create. Best to share before or after an interview

Final Tip!

Google yourself! Make sure your digital image represents you well!

Sources:
https://owl.english.purdue.edu
www.uwrf.edu/CareerServices