

Cover Letter Basics

Purpose of a Cover Letter

A cover letter shows that you have the qualifications necessary to succeed in the position. It also communicates that you sincerely want to work for the organization. Your cover letter should complement your resume, highlight your experiences, show your qualifications, and help you stand out from other candidates.

Cover Letter Tips

Communication Skills

Your cover letter is an example of your communication skills, so it will say much more about them than anything you state explicitly about your “communication skills.”

Attention to Detail

Proofread carefully and have others review to demonstrate your ability to deliver an important document that is error free.

Value Add

Establish your strengths, supported by experiences that are relevant to the position, and highlight how they will positively add value to the organization/role.

Letter Contents

Header: Include your personal contact information, which should match your resume header.

Address: Include the contact information for the hiring manager or another specific person related to the position being sought, in the format of a formal business letter.

Opening Paragraph

- ▶ Use an opening line that is appropriate and will differentiate you.
- ▶ Mention the exact position for which you are applying.
- ▶ Include your connection to the organization and the internal contact who told you about the position (if applicable).
- ▶ Describe why you are interested in that organization/position, displaying your strong knowledge of the company. (do your research!)
- ▶ Briefly introduce your value to the organization.

Body Paragraphs

- ▶ Describe your relevant background and experience, describing examples and echoing the language in the position description.
- ▶ Connect your strengths to how you will specifically be able to contribute to the organization.
- ▶ Keep paragraphs brief but full of relevant details.

Final Paragraph

- ▶ Offer sincere thanks and interest along with your desire to interview for the position.

Closing

- ▶ End with “Sincerely”, “With Appreciation”, “Best Regards”, or similar followed by your name

Example Cover Letter

Courtney Park

123 Any Street, City, ST | email@email.com | 123.456.7890

Matches the heading of the resume exactly

October 12, 2022

Date

Cleveland Museum of Art
11150 East Blvd
Cleveland, OH

Name of the Organization and the address

Dear Hiring Manager:

Use a name if you have it. When you don't, utilize "Dear Hiring Manager"

Exact name of position and organization in the opening

Please accept my application and enclosed resume for the Youth Program Coordinator position with the Cleveland Museum of Art. As a native of Cleveland and a participant in many youth arts programs that shaped my growth, I am excited for the opportunity to learn and grow with an organization that is dedicated to empowering youth through the arts in my hometown. CMA's dedication to bringing art, education, and cultural experiences to a diverse audience embodies a sense of community that is deeply important to me, and is reflected in my academic pursuits as a Black Studies major and Studio Arts minor. I am certain my passion for both art and education, as well as my communication, organization, and planning skills, will be a great asset to the Youth Program Coordinator position.

Unique personal connection made. Knowledge of organizations shown.

My time serving as an America Reads tutor has allowed me to connect with students in local public schools as I assisted them in reaching their literacy goals. I have gained critical experience in creating engaging lessons and activities for student groups, managing student behavior, and building relationships with elementary classroom educators, which will be essential for the Youth Program Coordinator role as they work with schools and districts on field trips and other co-curricular partnerships. In addition to this tutoring experience, I have spent two summers at a residential summer camp supervising and fostering the development of a staff of Counselors-In-Training aged 15-17, which has prepared me to build lasting relationships as the coordinator and facilitator of the CMA Teen Co-Op program.

Job description asked directly for someone with experience with youth so specific examples are provided.

I am also excited to see this position will offer the opportunity for me to utilize my communication and planning skills, drawing from my experience as a member of the University Programming Council. Within this organization, it has been my responsibility to plan, coordinate, and communicate events and activities for the members of the Denison community. My background in Studio Art will also serve as an asset to these requirements of the position, as I have experience in Adobe programs like Illustrator, Photoshop, and InDesign, as well as a deep understanding of the importance of knowing one's audience when communicating through design.

Job description asked for planning and organizational skills. Specific tools listed were also mentioned in the job description.

I am passionate about the commitment to youth, education, art, and community that the CMA and its Youth Program stand for, and I would welcome an opportunity to interview for the Youth Program Coordinator position.

Sincere closing and signature

Sincerely,
Courtney Park

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