

✓ COVER LETTER CHECKLIST

Developing a strong letter can increase your chances for being selected for an interview

UNDERSTANDING COVER LETTERS

- Formal written letter in business letter format
 - Not always required
 - Not longer than one page
 - Answers the question: *Why are you a great fit for this job? How can you benefit the company?*
 - Can be powerful in aligning your qualifications for the position
 - Adds context to your resume
 - Mirror same look as resume with custom header
 - Demonstrates your writing
 - Use as an opportunity to share more about yourself that supports the content in the resume
 - Condense to 1 page at entry level (part-time jobs, internships, full-time entry-level jobs)
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HEADER

- Your contact info (first name, last name, address & phone number)
 - Date (M/D/YYYY)
 - Employer contact info (first name, last name, job title/department, company address)
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INTRO PARAGRAPH-*personal salutation & your hook*

- Dear (Hiring Managers' Name or Hiring Manager for the _____ Position). Address actual person, not 'To Whom it May Concern'
 - Begin with statement of where you became aware of position
 - Align your experience to the role (direct experience, skills, population, environment, etc.) and demonstrate enthusiasm in the statement
 - Include statement that aligns company values, mission, vision, company culture, etc.
 - Make sure first paragraph generates curiosity for the hiring manager to want to read more
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BODY PARAGRAPH

- Align (qualifications and responsibilities of role) most relevant aspects of your background that make you a great fit for the position
 - Connect content from resume, don't just repeat it
 - Include relevant experiences and how you contributed to the success of outcome
 - Outline for body paragraph for entry level could be:
 - i) Degree
 - ii) Knowledge alignment
 - iii) Experience alignment
 - iv) Key skill development alignment
 - v) Outcomes/results you will bring to the position
 - Include positive outcome-focused statements
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SUMMARIZING PARAGRAPH & SIGN OFF

- Summarize your interest and suggest the next steps for proceeding with the application
- Thank the hiring manager for taking the time to review your application
- Express interest in discussing the position or scheduling an interview
- Sign off with a professional closing phrase (Sincerely, Respectfully, Thank you, etc.) and your signature and typed name

Contact
Information

UTSA Rowdy
One UTSA Circle
San Antonio, TX 78249
(210) 458 -4589
career.services@utsa.edu

Today's
Date

October 27, 20xx

Name of Hiring Manager (if known)
Title

Inside
address

Company Name
Address
City, State Zip Code

Salutation

Dear Mr./Ms. or Hiring Manager for the _____ Position:

Introductory
Paragraph

State the position for which you are applying and how you learned of the opening.
Show your enthusiasm for the position, why THIS company/organization, why you would be a good fit (research the organization). Stimulate the employer's interest.

Body of
Letter

Include a paragraph or two. Include a transition sentence to link your education, experience and skills to the needs of the employer. Provides a strong case for how your qualifications meet the employer's needs.

Highlight key strengths relevant to the position/job responsibilities;
Describe how you will add value to the organization now;
Describe how you will help the organization meet their future goals.
Indicate what makes you different from other candidates.

Closing
Paragraph

Restate your interest in the position. State your hopefulness and excitement for the potential opportunity and next steps (an interview).
Provide your email and phone number where you can be reached if they would like more information.

Thank you in advance for your consideration.

Space for
Signature

Sincerely,

Your Signature (Advantage of technology allows you to add a real signature here, take a picture and copy, paste.)

Typed Signature

FOR ADDITIONAL INFORMATION AND RESOURCES:

[UTSA Career Center Website](#)

[Career Assessment](#)

[Resume Review](#)

[Jobs/Internships/Events](#)

[Roadrunner Network](#)

[Schedule an appointment on Handshake](#)