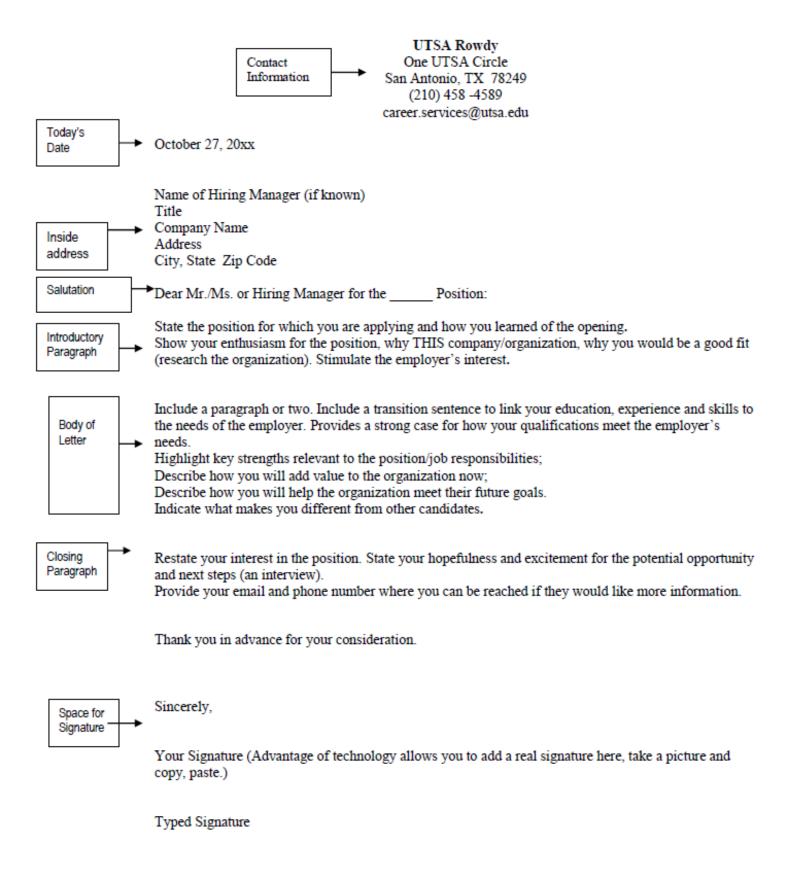


✓ COVER LETTER CHECKLIST

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

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	
ш	Condense to 1 page at entry level (part-time jobs, internships, full-time entry-level jobs)	
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)	
IN	TRO 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	
_	Hance state that paragraph generates carrostly for the infing manager to want to read more	
BO	BODY PARAGRAPH	
_	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	
SU	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	



FOR ADDITIONAL INFORMATION AND RESOURCES:

UTSA Career Center Website

Career Assessment

Resume Review

Jobs/Internships/Events

Roadrunner Network

Schedule an appointment on Handshake