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)

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)

INTRO PARAGRAPHER-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

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

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

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.

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.

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.

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