COVER LETTER GUIDE

A cover letter introduces you to an employer through a personalized explanation of your qualifications and interest in a position. While a resume shares the technical details of your skills and work experience, a cover letter gives insight into your soft skills, attitude, and motivations.

WHEN TO INCLUDE A COVER LETTER:

Regardless if asked for a cover letter or not, you should **ALWAYS** submit a cover letter - unless they specifically ask you not to. A cover letter is a way to sell yourself to employers. It also is a great way to include:

- Any information that cannot be contained in a resume
- Gaps of employment or a reason why you do not meet qualifications (example: GPA)

TIPS FOR WRITING COVER LETTERS:

**Make everything match.**
Make the header of your resume and cover letter the same or similar. Use the same fonts or graphics. This gives your application a clean, consistent look.

**Write a targeted cover letter.**
Write your cover letter with a specific position in mind. If you can tie your qualifications to the job, this can showcase why you are the ideal candidate and it can help you land an interview.

**Keep it short.**
Make it concise! A cover letter should be three to four paragraphs (no more than five) and should **NOT** exceed one page. Every sentence needs a purpose.

**Go beyond your resume!**
Do not repeat your resume. You can expand upon things mentioned briefly in your resume or provide examples that are not listed in your resume.

**Proofread, edit, then proofread some more.**
Errors can hurt your chances of getting an interview. They can make you look sloppy. Read your cover letter thoroughly and out loud!

Questions or clarifications?
Email us: success@uwyo.edu
Date

Name of the Hiring Manager (if known)
Position of Person (if known)
Company/Business Name
Address
City, State, Zip

Dear Name OR Name of Department,

The first paragraph is your introduction. You want to share what made you interested/motivated to apply for this position. You want to hook the employer and encourage them to keep reading.

The next one or two paragraphs is the body of your cover letter. You want to promote yourself and share how your qualifications match what they are looking for. You want to include relevant work experience - **be specific!** Pull keywords from the job description if you can incorporate them into your examples. **Keep in mind:** 1) why you are the perfect fit for the company 2) why the company is the perfect fit for you. (Pro Tip: these can be your two paragraphs)

The last paragraph is the closing/call to action. You want to thank them for the opportunity and invite them to contact you.

Sign Off: Best Regards, Sincerely, etc.

<Your Written Signature Here>

Your Name Typed