
Cover Letter Writing Tutorial

A cover letter complements your resume by highlighting your skills, experience, and enthusiasm for the role. Think of it as your personal introduction to potential employers, where you can explain why you're a great fit for the position.

Here's a step-by-step guide:

1. Structure of a Cover Letter

A cover letter typically includes:

- **Contact Information:** Your name, address, phone number, and email.
 - **Date:** The date of application.
 - **Employer's Contact Information:** If available, include the hiring manager's name, company name, and company address.
 - **Greeting:** If you know the hiring manager's name, address them directly (e.g., "Dear [Hiring Manager's Name]").
 - **Introduction:** Introduce yourself and explain why you're interested in the position.
 - **Body Paragraphs:** Highlight relevant skills, experiences, and achievements. Connect these to what the job requires.
 - **Closing:** Reaffirm your interest, thank them for their time, and mention any attached documents (like your resume).
 - **Signature:** Close with "Sincerely," followed by your full name.
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2. Writing each Section

- Contact Information:** Place this in the top left corner, including your name, address, email, and phone number.

Example:

Magnus Muskie
260 Stadium Drive (or your home address)
New Concord, OH 43762
(555) 123-4567
Magnusm1@muskingum.edu
[Date]

- Employer's Information (if known):** Add this just below your contact info.
- Greeting:** If possible, address the letter to a specific person using "Dear [Name]." If you don't know the hiring manager's name, use a general greeting like "Dear Hiring Committee" or "Dear Hiring Manager."
- Introduction:** Open with your reason for applying and your current status (e.g., student, major). Mention the job title or area you're interested in.
- Body Paragraphs:** This is the core of your letter. In one or two paragraphs, connect your background to the job requirements. Draw from your academic experiences, internships, part-time jobs, or extracurriculars to demonstrate relevant skills.
- Closing:** End by thanking the hiring manager and reiterating your interest. Mention that your resume is attached for further details.

3. *Sample Cover Letter*

Magnus Muskie
260 Stadium Drive
New Concord, OH 43762
(555) 123-4567
magnusm1@muskingum.edu
October 28, 2024

Hiring Manager
XYZ Corporation
456 Company Road
City, State, ZIP

Dear Hiring Manager,

I am excited to apply for a position within XYZ Corporation, where I hope to bring my skills in project management, problem-solving, and teamwork to your innovative team. Currently, I am a junior at Muskingum University, pursuing a degree in Business Administration. My coursework and internship experience have prepared me to contribute meaningfully to your organization's goals and to adapt quickly in a professional setting.

In my recent internship with ABC Company, I supported project managers in coordinating logistics for a company-wide event, helping me to develop effective organizational and communication skills. Additionally, as a member of my university's Business Club, I worked with fellow students to design and promote campus events, which taught me valuable teamwork and leadership skills. I believe my proactive approach, combined with a strong foundation in business principles, would allow me to bring value to XYZ Corporation's projects.

Thank you for considering my application. I look forward to the opportunity to further discuss how my background and skills align with your needs. I have attached my resume, and I am available at your convenience for an interview.

Sincerely,

Magnus Muskie



Remember:

Customize your letter for each specific application when possible!

This format and sample should give you a clear template to follow for any job application.

Good luck!