

How to Write a Cover Letter

- 3 Paragraphs -

- ¶ 1. State the job for which you are applying Source of the job information What skills you have for the role, why you are interested in the role/company
- ¶ 2. A major skill from the job description and describe your experiences where you used/developed that skill
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- ¶ 4. Thank you for the opportunity
 Any additional questions

Your name

Dallas & Fort Worth | (281) xxx-xxxx | eaglejob@gmail.com | linkedin.com/in/yan-finance

American Airlines 4333 Amon Carter Blvd Fort Worth, TX 76155

Dear Finance Team,

I am applying for the MBA Financial Strategy Intern job posted on the American Airlines Company website. I am currently a Graduate student at the University of North Texas studying Audit and Assurance Services and have also had work experience using Excel to perform Budgetary Analyses, Financial Planning and Performance Reviews. I am excited to contribute my knowledge and skills to American Airlines, a leader in the aviation industry.

I appreciate your time reviewing my application documents and I am excited about this opportunity to join the American Airlines team. If you have any additional questions, please feel free to contact me at eaglejob@gmail.com. Thank you once again and I look forward to hearing from you and your team.

Sincerely.

Your name

Purpose

A cover letter compliments a resume

A cover letter makes a statement about relevant skills and experience related to job requirements

A cover letter covers gaps in a

A cover letter covers gaps in a resume

A cover letter answers questions about qualifications A cover letter demonstrates

effective written communication skills

Tips

Dec. 23, 2018

[Review] grammar and spelling errors are costly

[Concise] less is more; get to the point

["I" Statements] eliminate or reduce personal pronouns

[Simple] use a basic font

[Graphics] avoid the use of graphical elements

[Avoid] clichéd language or empty language that is not relevant [Support] make sure anything in the cover letter can be supported by specific examples - Do Not make claims that just sound good