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

3. A major skill from the job description and describe your experiences
   where you used/developed that skill

4. Thank you for the opportunity
   Any additional questions

Your name

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.

Skill 1

Skill 2

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 again.

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 resume
A cover letter answers questions about qualifications
A cover letter demonstrates effective written communication skills

Tips

[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