A cover letter is a way to introduce yourself, give a glimpse of your personality and a sample of your writing skills. Send a cover letter with every application, unless you are instructed not to. It should be tailored for each application. Write with the reader in mind – what you have to offer them.

### Formatting and Layout
- Font matches resume in style and size
- Margins are between ½ and 1¼ inches
- Letter does not exceed one page
- Letter looks clean and easy to read; white space is balanced with content
- Body of letter is single spaced with double spacing between paragraphs

### Your letter should convey:
- Why you are a good fit for the position
- Your interest and enthusiasm for the position
- Your knowledge of the company
- What you have to offer as an employee (not what you hope to gain from this job)

### Content
- Your contact information is provided at the top of the page, is easy to read and matches your resume
- Date is current, matches the date you will submit letter
- Contact person’s name, title and address are listed and correct
- Greeting is addressed to a person (not “To Whom It May Concern”)
- Subject/Regarding line (if used) includes job title and number

### Introductory Paragraph
- Name of position (job number if applicable) and where you saw/heard about it is mentioned
- If you were referred for the position, this is explained

### Middle (1 or 2) Paragraph/s
- 1-4 skills or qualifications are mentioned using wording from the job posting
- Specific examples of how skills have been used or developed are given
- Experiences/skills are not repeated verbatim from resume
- Acronyms and abbreviations are easily recognized in your field; your reader understands them
- Bullet points (if used) are simple, not distracting

### Conclusion Paragraph
- Introduces your resume
- Includes appreciation/thanks for consideration
- Spells out desired action (usually an interview)

### Closing
- A professional closing is used followed by 3-4 spaces for your signature, then your typed name
- Enclosure/attachment notation is typed 2 spaces below your typed name

### Other Considerations
- Use spell check and have at least 3 people check grammar and spelling
- Print out to ensure it is easy to read and looks professional
- Print on only one side of the paper
- Print on white or ivory paper (heavier if possible) that matches your resume
- Mail flat if possible
- If submitting electronically, consider .pdf format
- No staples or paper clips are used on resume, cover letter, or reference page
- Everything in your cover letter is true; you are prepared to talk about any statement at an interview