

Cover Letter Writing

Key Sections

Salutation

Dear [Hiring Manager's Name]:

Opening Paragraph (Introduction)

Your cover letter opening should contain a self-introduction. Write about who you are, where your expertise lies, where you found the job posting, and why you want to apply for the job.

Body Paragraphs

The second paragraph of your cover letter should respond directly to the job description. Describe how your previous job experiences, skills, and abilities will help you meet the company's needs. To make that easier, you should include exact words and phrases from the job description in your cover letter.

- You can include a bulleted list of your relevant accomplishments
- Make sure to use numbers or percentages to emphasize your bullet points (e.g. Increased online revenue by 13%)

Do some research about the company and find out what their current activities and goals are. Explain how you can help them achieve those goals.

Closing Paragraph

Your cover letter closing is the call-to-action portion of your cover letter. Inform the hiring manager that you'd love to schedule an interview. Provide your email address or other contact information and tell them that you'll reach out in a week if you don't hear back. Thank them for spending their time reading your cover letter.

Sincerely,

Your Name

Cover Letter Writing

Example

Cecilia M. Cass

636-867-5309 | mamacass67@csny.org | californiadreamin@linkedin

March 8, 20XX

Ms. Helen Robinson
Director of Human Resources
S&G Essentials
969 Creedence Clearwater Ln.
Hillsboro, MO 63050

Dear Ms. Robinson:

I was excited to see your listing for the Administrative Assistant position at S&G Essentials on LinkedIn and I am writing to express my strong interest in this role. Currently, I am a student at Jefferson College pursuing an Associate of Arts degree and am set to graduate in May 2022. I believe my skills and experience both inside and outside the classroom make me a strong candidate for this role.

In my current position at CSNY Solutions, I've built a strong foundational knowledge of clerical tasks and managing a professional office environment. I remain flexible in my workflow and assist in various duties ranging from providing team and administrative support to customer communication and serving as a point of contact for the company.

In addition to my administrative skills, I have significant experience and abilities in organizing, prioritizing, document confidentiality, and preparation of projects and reports. I am prepared to face a challenge, but also critically analyze processes to ensure efficiency and make relevant suggestions for streamlining. An example of this is when I simplified the data retrieval process for managers, which saved the company \$24,000 in labor costs annually. I have also spearheaded an effort to move into digital processes, increasing efficiency and ease of access while cutting costs and clutter.

I believe both my clerical and interpersonal skills make me a competitive candidate for this position, and my technical skills paired with my ambition and creative initiative will benefit your company in its goals. I am eager for the opportunity to learn more about this position and to discuss my qualifications. Please feel free to contact me at any time. Thank you for your consideration and I look forward to hearing from you.

Sincerely,

Cecilia M. Cass