

How to Write a Cover Letter

Handout 1 of 3

Task 1: Fill in the blanks.

A majority of hiring managers said cover letters were crucial to their hiring decisions, and 77% give preference to candidates who submit one, even if they're deemed optional on the application. Below is a list of helpful tips about writing a cover letter.

Take your time filling in the blanks: you'll use this information later to write your own cover letter.

Wordbank

introduction

flattery

value

generic

research

mission

brief

team

skills

job

1. Never send a generic cover letter to anyone. Always customize it to fit their company and open job positions.
2. research the company you're applying to before writing your cover letter.
3. Carefully read the job description and use those details to "show" your future employer what you can bring to the company.
4. Focus your cover letter on your skills and what you will do for the company if they hire you.
5. Make sure to have a strong introduction. The start of your cover letter is probably the most important part of the whole document.
6. Stress your personal value and show them you know theirs too.
7. Show them that you can be part of the team – paint the picture of what working together could look like for them.
8. Remind them of their own company mission and how your work can help expand on that.
9. Don't go overboard with flattery. Too much praise for the company will make it seem like you're only saying those things to get the job.
10. Keep it brief. Recruiters won't want to read all of it if it's too long.

Task 2: Research potential jobs in your area—positions you'd be interested in applying to. Once you've found a job, use what you've learned to fill in the template provided on the next page with your own information. (Feel free to use the provided cover letter sample as a reference.)

Task 3: Use completed template to write your cover letter!