



EXPLORE
EXPERIENCE
EXECUTE

CAREER

Quick Tips: Cover Letters

Why write a cover letter?

- You can highlight parts of your background that match the job requirements.
- You can show that you know something about the company you are approaching. This makes them take an interest in you.
- The cover letter style allows you to express your energy and enthusiasm more easily than in a resume.

Keep in mind that some employers screen on the basis of the cover letter alone! Take the time to prepare your letter, proofread it, and get feedback from several people.

Basic Checklist:

- Make sure that your grammar, spelling, and punctuation are correct.
- Address the letter to an individual along with his/her correct title whenever possible.
- Write the letter in your own words and in professional but conversational language.
- Be brief and concise. Your message needs to be absorbed in less than 30 seconds.
- Tailor your cover letter to the needs of the employer.
- Include information relevant to the job you are seeking.
- Show interest and pride in your profession; demonstrate energy and enthusiasm.
- Discuss the position you are applying for and why you want this particular job.
- Show that you have done your homework on the company by mentioning something that it values, how it is growing, etc.
- Describe your main qualifications and accomplishments and explain what you have to offer. Address how your background satisfies each requirement of the position.
- Be sure that what you address in your cover letter is demonstrated in your resume as well.
- Ask for the next step in the process clearly and without apology or arrogance; make it clear to the reader that you want to talk. Explain when, where, and how you can be contacted; be pro-active by saying when you intend to follow-up.
- Remember that the person reading your letter will search for clues to determine what kind of person you really are.

Follow Us!



MSUDenverCareerServices



@MetroCareerServ



Group: MSU Denver Career Services

Tivoli 215
303-556-3664
MSUDenver.edu/career



Your Name

Street Address (optional)
City, State, Zip Code

Phone Number
email

Date

Name of Person & Title
Company/Organization
Street Address
City, State, Zip Code

Dear Mr./Ms. _____,

INTRODUCTION: State the reason for writing. Name the specific position, or type of work for which you are applying. (Mention the resource used in finding out about the opening/company: Career Services, news media, friend, and faculty, if appropriate).

BODY: Explain why you are interested in working for that employer, or in that field of work, and most importantly what your qualifications are (academic background, work experience, personal skills). Point out achievements that relate to the field and why you enjoy that work. Refer the reader to the enclosed resume, application, and/or portfolio.

CLOSING: Indicate you desire for an interview. State that you will call on a specific day to see if an interview can be arranged at this person's convenience. (If you will be in their geographic vicinity on a certain day, stress the importance of setting up an interview on that day).

Sincerely,

Your name

Encl.: Resume and any other documents that are included

OPTIONAL STATEMENTS

- Refer to mutual acquaintance
- Ask for additional information, if appropriate