

Cover Letters

What is a cover letter?

Your cover letter is a statement of application or application letter. It can also help focus the information which you would most like the employer to know about yourself.

What information do I need to include?

Your document should let the reader know why they are receiving your application materials;

- *What the position is you are applying for*

Don't make the reader guess what you are asking for; be specific: Do you want a summer internship opportunity, or a permanent position at graduation; are you inquiring about future employment possibilities?

- *Where you learned about the position*

The CAPS website, a friend who works at the organization. It is appropriate to mention the name of someone who suggested that you write.

- *Why you believe you are a good candidate*

The cover letter will be seen first.

Therefore, it must be very well written and tailored for each application.

- *Emphasize the qualifications that you have related to the position*

Use the job posting as a guide and emphasize your education, leadership, experience — that are relevant to a position you are seeking. Be as specific as possible, using examples.

- *Convey what you have to offer the employer*

In most cases, the employer has never met you. What do they need to know to convince them to call you for an interview?

A cover letter should be written in a professional manner, while still incorporating creatively, your sense of uniqueness in order to better-attract the attention of the reader



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April '16

Emailed Cover Letter

Mr./Ms./Dr. FirstName LastName

Title

Employer

City, State Zip Code

Dear Mr./Ms./Dr. LastName:

Opening paragraph: State why you are writing; how you learned of the organization or position, and basic information about yourself. Tell why you are interested in the employer or type of work the employer does (Simply stating that you are interested does not tell why, and can sound like a form letter).

2nd paragraph: Demonstrate that you know enough about the employer or position to relate your background to the employer or position. Mention specific qualifications which make you a good fit for the employer's needs. This is an opportunity to explain in more detail relevant items in your resume. Refer to the fact that your resume is enclosed. Mention other enclosures if such are required to apply for a position.

3rd paragraph: Indicate that you would like the opportunity to interview for a position or to talk with the employer to learn more about their opportunities or hiring plans. State what you will do to follow up, such as telephone the employer within two weeks. If you will be in the employer's location and could offer to schedule a visit, indicate when. State that you would be glad to provide the employer with any additional information needed. Thank the employer for her/his consideration.

Sincerely,

(2 line spaces)

Your name typed

Email Address

Phone Number

(Note: the contents of your letter might best be arranged into four paragraphs. Consider what you need to say and use good writing style. See the following examples for variations in organization and layout.)

Traditional Cover Letter

Your Street Address
City, State Zip Code
Telephone Number
Email Address

Month, Day, Year

Mr./Ms./Dr. FirstName LastName
Title
Employer
City, State Zip Code

Dear Mr./Ms./Dr. LastName:

Opening paragraph: State why you are writing; how you learned of the organization or position, and basic information about yourself. Tell why you are interested in the employer or type of work the employer does (Simply stating that you are interested does not tell why, and can sound like a form letter).

2nd paragraph: Demonstrate that you know enough about the employer or position to relate your background to the employer or position. Mention specific qualifications which make you a good fit for the employer's needs. This is an opportunity to explain in more detail relevant items in your resume. Refer to the fact that your resume is enclosed. Mention other enclosures if such are required to apply for a position.

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Sincerely,

(Your handwritten signature)

Your name typed

Enclosure(s) (refers to resume, etc.) (optional)

(Note: the contents of your letter might best be arranged into four paragraphs. Consider what you need to say and use good writing style. See the following examples for variations in organization and layout.)