



## IWU'S Writing Center on Tips for Writing a Cover Letter

### What is a Cover Letter?

A cover letter is a 1-page letter you write to an employer to let them know of your interest and the relevant qualifications you hold. A cover letter is typically turned in with your resume and can go into more detail about what professional experience and skills you have. It should start with a header with your name and contact information, go into a greeting, flow into three separate paragraphs, and end with a closing remark and signature. Below are our suggestions for one style of cover letter.

**Header and Greeting:** Your header should include your full name, a phone number, an email address, and any other contact information you find to be relevant. Some employers may ask you to include a home address or the city and zip code you reside in. Above the header you should include the date and below the header, include a greeting. Your greeting can be something along the lines of, "Hello, So-and-so" or "Dear, So-and-so". It is best to use a gender-neutral greeting such as the name of the company or the name of whoever will be reviewing your application.

**First Paragraph:** The first paragraph is your opening, so it should include the title of the position and company you are applying for. You may also include where you found the application. That can be a site such as Indeed or ZipRecruiter, or a personal contact recommendation. You should include the main experience you have that qualifies you for the job and briefly touch on why that makes you a good fit for the position in question.

**Second Paragraph:** The second paragraph of your letter will be the main chunk of the page and should include your background, key skills, and achievements. It is important to notate a couple key experiences in as much detail as you can rather than simply stating them all in a row with little to no explanation. That is what your resume is for. This section is what you want them to read if they didn't know anything else about you. You want them to see what you can offer to their company.

**Third Paragraph:** The third paragraph is the closing paragraph of the letter and connects why your previous experience goes hand-in-hand with the requirements of this new position. If you were applying for a marketing internship at a sticker company, you can include how you made stickers in high school and sold them to your school. If that was true, of course. This is proving to them why your background is what will set you apart from other applicants.

**Closing Remarks:** The very last thing you should include in your cover letter is a brief conclusion of why you are eager to have this position and what makes you a great fit. You should end your cover letter with a short thank you and goodbye. One example is: "Thank you for your time and consideration. Sincerely, So-and-so".

### Campus Resources for Support:

Once you have completed a draft of your letter, you should check with the [Writing Center](#) to make sure your cover letter is ready to send!

You should also get ready for your potential jobs, internships, and work experiences by visiting our [Hart Career Center](#). In addition to helping you with your cover letter, they can also offer guidance on your resume, the interview process, and more!