Purpose of a Cover Letter

→ Demonstrate that you have the qualifications necessary to succeed in the position
→ Communicate that you sincerely want to work for the organization

Cover Letter Tips

Communication Skills
Your cover letter is an example of your communication skills, so it will say much more about them than anything you state explicitly about your “communication skills.”

Attention to Detail
Proofread carefully to demonstrate your ability to deliver an important document that is error free. You can take your letter to the Writing Center or the Knowlton Career Center for help.

Value Add
Establish your strengths, supported by experiences that are relevant to the position, and highlight how they will positively add value to the organization/role.

Letter Contents

Header: Include your personal contact information, which should match your resume header.
Address: Include the contact information for the hiring manager, or another specific person related to the position being sought, in the format of a formal business letter.

Opening Paragraph:
→ Use an opening line that is appropriate and will differentiate you
→ Mention the exact position for which you are applying
→ Include your connection to the organization and the internal contact who told you about the position (if possible)
→ Describe why you are interested in that organization/position, displaying your strong knowledge of the company
→ Briefly introduce your value to the organization

Body Paragraphs:
→ Describe your relevant background and experience, describing examples and echoing the language in the position description
→ Connect your strengths to how you will specifically be able to contribute to the organization
→ Keep paragraphs brief but full of relevant details

Closing Paragraph:
→ Offer sincere thanks and interest along with your desire to interview for the role
→ Mention the best way to contact you and your most available times

Check out an example on the back!
COVER LETTER BASICS

Name
Street Address * City, State Zip
Phone Number * E-mail Address

Date of Writing

Name of Individual to whom you are writing
Individual’s Title
Organization or Company
Street Address
City, State Zip

Dear Mr./Ms. [Name of person to whom you’re writing]: (Address to a specific person whenever possible)

Body:

I am excited to apply for the [position title]. [Company] has become a leader in the [industry] by consistently meeting the needs of its clients—whether they are huge global brands or local small businesses. Your commitment to customer satisfaction is something I have always strived for during my campus jobs and internships. I would welcome the opportunity to bring this dedication, along with my relevant skills and experience, to your award-winning company.

During the past two summers, I have been working as a [position title] for [company], where I have developed more than 30 high-level features that incorporated client requests, user needs, and design and product team capabilities within deadline and budget demands. Balancing so many needs was often challenging, and I learned how to quickly find the solution that satisfied the maximum number of stakeholders. As you [position title], I would apply this knowledge to ensure we delivered innovative solutions that worked for our customers and their users while staying on-time and within budget.

Again, [company’s] focus on customer service has made a significant positive impression on me. I would be thrilled to work at an organization where every employee—from an intern to the CEO—cares about the people they help.

Sincerely,

Your handwritten signature in blue or black ink

Type your name

Be sure to bring your completed Cover Letter to the Knowlton Center for review!
This example came from www.themuse.com, where you can find many more examples and tips.

More questions? We can help! (740)587-6656 or career@denison.edu

DENISON
Austin E. Knowlton Center for Career Exploration