

The background is a solid teal color. On the left side, there are several overlapping, semi-transparent shapes in various shades of teal and dark blue, creating a layered, abstract effect. The text 'Cover Letters' is centered horizontally and vertically in a bold, yellow, sans-serif font.

Cover Letters

What is a Cover Letter?

A cover letter is a three- to four-paragraph letter to employers explaining your interest in the job and company and your qualification for the role. It's typically submitted along with your when applying for a job.

This letter should highlight your skills, experience and achievements concerning the position you are applying for. Unlike your resume, cover letters allow you to go into more detail about your professional career and explain why you're a good fit for the role and company.

Before Writing Your Cover Letter

1. Read the job advertisement carefully and note important information you can use in your letter

“Looking for a motivated person with a good driving record” “I am a motivated person who has a good driving record.”

2. Research the company

Mission Statement, Company Values, etc.

3. Think about why you are applying for this job

What excites you about the position?

Why do you think you are a good candidate?

Cover Letter Format

Date and contact information

1

Anne Galindo
1234 567 890
anne.galindo@domain.com

January 23, 2024

Dear Hiring Manager,

I'm excited to be applying for the Web Developer position at Company Name. I've been programming websites and using CSS to create visually appealing websites since I was in middle school, and I always had a passion for it. I've also been assigned by your company about a year ago to revitalize the layout of the company's website. I'm excited to bring my skills to your team and contribute to the success of your business.

Middle paragraph(s)

4

During my previous role at Company Name, I had a variety of projects that I worked on. One of the most challenging projects I worked on was the redesign of the company's website. I was responsible for the front-end development, including the layout, navigation, and user interface. I worked closely with the design team to ensure that the website was both functional and visually appealing. I also worked on the back-end development, including the database and server-side logic. I was able to complete the project on time and within budget, and the website received positive feedback from users.

Closing paragraph

5

One of the reasons that made me apply for this role is that I believe in your company's mission and values. I am a person who is passionate about my work and I am always looking for ways to improve myself and my skills. I am confident that I can bring a lot of value to your team and I am excited to be part of your company.

Complimentary close and signature

6

Thank you for your consideration and time. I'm looking forward to hearing from you about the next steps in the process.
Sincerely,
Anne Galindo

Cover Letter Format

- Use a professional font & color in 10-12pt
 - Arial, Avenir, Calibri, Cambria, Constantia, Corbel, Franklin Gothic, Garamond, Georgia, Gill Sans/Veranda
- Match to your Resume
- Left Justified
- No Indents
- Single Spaced
- Maximum 1 page long

Contact Information

- Name
- Pronouns (optional)
- Location (optional)
- Email address
- Phone number (optional)
- LinkedIn, portfolio, or personal website URL (optional)

Or use the header from your resume

Date

Month Date, Year

Recipient Information

- Recipient Name
- Company Name
- Company Address

Salutation (Greeting)

“Dear” or “Hello” [First & Last Name]

If you do not have the name use “Hiring Manager” or “[Department] Manager”

Opening Paragraph

Think of this as an opportunity to catch the attention of your reader. Make your introduction brief and answer the following questions (in no particular order).

- Why are you writing this cover letter? (What are you applying for this job?)
- What is exciting for you about this employer/company/position? (Why them? Be specific and brief. This can showcase your motivation, interests or research into the company. If you've met or spoken with someone, this can be included as well, but be sure to ask that person's permission first.)
- Who are you? (Background, school, experience, etc.: What can you contribute? Include key skills that you'll talk more about in your letter.)

Body Paragraph(s)

The body paragraphs are an opportunity for you to highlight skills and qualities, tell stories about your experiences, and make a clear connection to the job you're applying for.

In each paragraph:

1. Identify the skills, experiences, qualities that you would like to focus on.
2. Demonstrate your skills, experiences, and qualities with examples

Use the "CAR" Method

Context: What you did

Action: How you did it (what skills were used?)

Result: What was the outcome?

3. Demonstrate how this relates to the position, if necessary

The body should be 1-2 paragraphs, they should NOT repeat exactly what's on your resume, but rather, offers an opportunity to explain your resume in a different way.

Concluding Paragraph

Finish strong and keep it simple.

- Thank the hiring manager for their time
- Re-express your interest in the role
- Mention that you look forward to hearing from them. For e.g. "I look forward to hearing back from you and your team"

Closing

Sincerely,

[Your Name]

Cover Letter Checklist

Boston University COM Career Services web site has some great resources on cover letter writing, including a Cover Letter Checklist, cover letter templates, and sample cover letters.

<https://www.bu.edu/com/files/2018/10/Cover-Letters-1.pdf>



Cover Letter Examples



Questions?