

# CAREER & PROFESSIONAL

## DEVELOPMENT CENTER

### Cover Letter Guide

A cover letter plays a very important role in your job search. If it is done correctly, it can significantly improve your chances to obtain an interview. It shows employers that you are a serious candidate for the position. A well-written cover letter will demonstrate your organizational and communication skills and will show that you are the kind of person who is willing to go above and beyond the call of duty. It gives you an opportunity to describe how specific skills and accomplishments will qualify you for the job for which you are applying.

Your cover letter should contain the following:

**Your Address** (Your name is not needed here.)

**Today's Date** (The date should be written out. For example, use June 1, 2007, not 6-1-07.)

**Employer's Name**

**Employer's Title**

**Company Name**

**Address**

**Salutation** (You should always use a specific name. Do not use a general salutation such as Dear Sir or Madam.)

#### Paragraph 1

The first paragraph is your introduction paragraph. It should contain a reason why you are writing, for what specific position you are applying, and how you learned of the job opening. The employer will most likely be reading many cover letters so it should be brief and to the point. Grab the reader's attention and make yourself stand out without getting too carried away.

#### Paragraph 2

You want your best qualities and qualifications to shine in this paragraph. Tell the employer what you can do for them and how you can potentially improve their company or organization. Touch on your most relevant qualifications and experiences that match the requirements of the position. If you do not have much experience, mention a few skills that you developed from other experiences that can be transferred to the position for which you are applying.

#### Paragraph 3

This should be a short concluding paragraph that requests and initiates action. Mention that you will contact the employer within a specific amount of time to discuss interview options. Your phone number and e-mail address should be included in this paragraph. Be sure to thank the reader for his or her time and consideration.

Sincerely,

**Your Signature** (This should be in ink.)

**Your Name** (Typed)

**Enclosure** (Use this to indicate that a copy of your resume is attached.)

*Sample cover letters are available in The Red Book which can be accessed from our website ([www.calu.edu](http://www.calu.edu))*

Be sure to upload your cover letter on [Hire CALYou](#) (A free, online, one-stop career portal for CALU students, alumni and employers)

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