

details the person's interest in the position/ employer and discusses qualifications the applicant has in the job ad possesses as listed. If you are applying to multiple jobs, address each job/ employer.

How to format your cover letter

Use single spacing. Just like on a resume, space on a cover letter is limited. Check out examples in the Career Guide!

Copy/paste your heading from your resume into your cover letter. Use your documents to reduce confusion and show that you pay attention to details.

Address to whom you should address the letter.

Common: "Whom-to-Whom" "Dear Hiring Manager" or "Committee." "Dear Selection Committee"

Include the employer's address. It is standard practice to include the employer's address.

Optional: Include Re: Name of Position, Position #. Re: stands for "regarding." Think of it as a subject line in an email.

What you include in each paragraph:

Opening paragraph: In the opening of the letter, state the position you are applying for, identify the employer or the department and include where you learned of the position. If you have previously met this employer, use the first few sentences to remind them of

include the degree(s) you have earned as well as the relevant qualifications you possess that align with the employer's needs.

Middle paragraphs:

experiences that relate to the needs of the position but be careful not to restate your whole resume. Show the employer that you are educated about the position. The body of your cover letter should highlight your most relevant experiences and skills that you have gained from the position. If you do not have a lot of experience, highlight class projects that you may have

position. Your cover letter should only be one page, so make sure you articulate your skill sets and examples of application concisely.

Closing paragraph: Close your cover letter by summarizing your qualifications for the specific position. Be confident and enthusiastic about the position. Restate your interest in the position and include your email address and phone number in your closing paragraph. It is also a good idea to include your LinkedIn profile and phone number in your closing paragraph. Thank the employer for their time and interest in your application materials as well.

How to research a company

1. **Research the company's website.** Research the company's website as well as their employee LinkedIn profiles to identify the culture within the company and any challenges they

