



# cover letters

Cover letters aren't always required, but they can help you show that you are a good fit for the role. Remember to modify the content of your cover letter for each different job or internship position.

## FORMAT

- Your own address and contact information (could match the top of your resume)
- The date
- Name of the person to whom you are sending the letter, including, title (optional), name of their organization and address
- Address your cover letter to an actual person. Search online or even call for the name. If impossible to find, write "Dear Hiring Manager."
- Dear Mr. or Ms. or Dr. and their last name (do not use a first name)

## CONTENT (1-3 paragraphs)

- Writing a strong first line or two can help attract the reader's interest (optional if difficult to write effectively)
- State the position for which you are applying
- If there is a person that referred you to the position, mention their name
- Include motivations for applying only in terms of how you can help the organization (not what's in it for you)

- Feature some specifics from your past experiences (work, volunteer, activities, etc.) that might impress the employer
- Review the job or internship description for personal skills to highlight
- Research the organization's mission/culture/values and indicate how or why you connect with those
- Write your top qualifications in a bulleted section or sentence format

## CLOSING (last paragraph)

- Request an interview or a time to talk more about the position and your qualifications
- Express your interest in the position or summarize reasons to consider you (optional)
- Restate how to reach you (email and/or cell)
- Thank the reader for their time and consideration
- Use a closing such as "Sincerely" or "Respectfully"

## REVIEW/PROOFREAD

- Read letter out loud to check for errors and flow
- Have someone else review it, such as a Career Services staff member

**IMPORTANT! Keep letters to 1 page or less, single-spaced.**

## ADVICE FOR A STRONG START & END

### Beginning Help

(See *Resume Target* on the *CUCConnect* portal, under *CUC Experience* – scroll down to *Career Services*.)

*Resume Target* has many cover letter templates. After you select a resume template, you'll see a tab at the top for a corresponding cover letter template. Please remember to modify the template wording or your cover letter will sound 'canned' or unoriginal.

You can also search online for cover letters related to your field; make sure to modify the wording (no plagiarism).

### Persistence Pays!

Following up once or twice after submitting your resume and cover letter can increase your chance for successfully landing an interview.

HOT TIPS!

want more information? need help?  
check the student portal  
or make an appointment

708-209-3033 [career.services@CUChicago.edu](mailto:career.services@CUChicago.edu)



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