

How to Write A Cover Letter



!
!
!

Career Services

"#\$%\$&' !() **!+), &-!. //O!122!31·&!4*//#5!

6%%)!7)#\$)!8/**9: 9!

; <!=>%, 9&!?)%9!

@)A&/%-!7 6!<1B1C!

D)#99#, 9#E\$D9, F)%%)O)#\$)G9H>!

; <I GI JK62; KB!

I

!
!
!

L44NB+!L4!86. ++. !=+. NMB+=-!" . MOM'P!+6="!34M. ="!4?LL. 5! !

!
!
!
!

L44NB+!L4!86. ++. !=+. NMB+=-!" . MOM'P!+6="!34M. ="!4?LL. 5!

!

!

!

!

!
!
!
!

L44NB+!L4!86. ++. !=+. NMB+=-!" . MOM'P!+6="!34M. ="!4?LL. 5!

!

!

!

!

Write a first sentence that will encourage the reader to keep reading

!!

!
!
!
!

L44MB+!L4!86. ++. !=+. NMB+!=-!" . MOM'P!+6="!34M. ="!4?LL. 5!

!

!

!

!

R)%>)#' !; -!C<1! !

7 #G!=O\$&S!

(\$#%: !7)% : 9#!

T)&U!79H\$)!V# />W!

=)%!4#)%D\$, D/-!86!KJ1<; !

!

Q9)#!7 #G!=O\$&S-!!

M)O!X#\$&S%: !&!/)WW* !Y/#!&S9!W/, \$&\$/%!/Y!79H\$)!=>*9, !6, , \$, &)%&!X\$&S!T)&U!79H\$)!V# />W!), !W/, &9H!/%!
7 /%, &9#GD/OG!MS)E9!Z99%!D&\$E9!\$%*/D)*!O9H\$)!), !)!E/*>%&99#!)%H!9OW* /' 99!Y/#!&S9!W), &!Y/>#!' 9)#, !)%H!
X/>*H!Z9!)Z*9!&/!Z#\$%: !&S)&!9AW9#\$9%D9!)%H!W), , \$/%!&/' />#!D/OW)%' G!M)O!D/%YH9%&!&S)&!O' !H9: #99!\$%!
[>, \$%9, , !6HO\$%\$, &#)&\$/%!X\$&S!)!D/%D9%&#)&\$/%!\$%!7)#\9&\$%: !O)\9, !O9!)!E9# ' !, &#/%: !D)%H\$H)&9!Y/#!&S\$, !
W/, \$&\$/%G!

MS)E9!9%D*/, 9H!O' !#9, >O9!Y/#!' />#!#9E\$9XG!MS)E9!S)H!, 9E9#)*!W/, \$&\$/%, !X\$&S!\$D#9), \$%: !
#9, W/%, \$Z*\$&\$9, !&S)&!#9]>\$#9H!9AD9**9%&!D>, &/O9#!, 9#E\$D9!, \\$, G!M%!)HH\$&\$/%!&!&S/, 9!9AW9#\$9%D9, -!M)O!
Y>#&S9#!]>)*Y\$9H!Z' ^!

•!

!
!
!
!

L44NB+!L4!86. ++. !=+. NMB+=-!" . MOM'P!+6="!34M. ="!4?LL. 5! !

@)A&/%-!76!

! ! !

[a?a6OD)&F)OD)&,69H430