

# COVER LETTER GUIDE

## 1. The Header

Put employers contact information on the left-hand side. Employer's Name, Title, Company Name, Address, City, State, Zip

## 2. Address the Reader

This is normally the hiring manager. For example, you could start your cover letter with, "Dear Mr./Ms./Dr.:" or better yet "Dear Hiring Committee."

## 3. Opening Paragraph

Introduce yourself briefly. Make sure you include your education, achievements, and professional/academic experience.

Remember to be precise.

Explain your interest in the position and why you're the perfect candidate for the job. What makes you qualified for the position?

## 4. Second Paragraph

Explain why you're a good match for the company. Research company values, mission statement, etc. and how you fit into those values. Mention here some of the minimum qualifications from the job posting as your own traits/values.

## 5. Formal Closing

Thank them for their time and consideration. Manners matter. Feel free to mention that "I look forward to discussing my qualifications for the position in further detail. Please contact me to arrange an interview."

*What should you put into your cover letter?*

# AIDA

✓ ATTENTION    ✓ INTEREST  
✓ DESIRE    ✓ ACTION



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## Contact Us

Transfer, Internship and Career Center (TICC) in the College Center Room 252  
[crc-wexp@crc.losrios.edu](mailto:crc-wexp@crc.losrios.edu) or give us a call at (916) 691-7470

# Example

Date of Letter

Employer's Name, Title

Company Name

Address

City, State Zip

Dear Mr./Ms./Dr.:

First Paragraph. Give the reason for the letter, the position for which you are applying, and how you learned of this position. Note any previous contact you may have had with the employer. Tell why you are interested in the position, the organization, and its products or services. Indicate any research you have done on the position and/or the employer.

Second Paragraph. Refer to the attached resume and highlight relevant aspects of your resume. Emphasize the skills mentioned in the advertisement or on the job description. Provide specific reasons why the organization should hire you and what you can do to contribute to the organization's success.

Last Paragraph. Indicate your desire for an interview, and offer flexibility as to the time and place. Thank the employer for his or her consideration and express anticipation in meeting him or her. Include a phone number and e-mail address for contact.

Sincerely,

(Do not forget to sign your cover letter)

Your Name

Your Address

City, State Zip

Enclosure