

# Cover Letter Cheat Sheet



## ***Purpose***

- Use the letter as a more personal introduction to the employer
- This is not a restatement of your resume-use this to elaborate on your experiences

## ***Writing Tips***

- Research the company values, mission statement, and skills required for the position
  - Relate these concepts back to your experiences
- Use the details and vocabulary found on the company website through the cover letter

## ***Concluding a Cover Letter***

- Kind regards, Best regards, Respectfully, etc.

Sincerely,

Your name

## ***Outline***

- Introduction
  - Where you saw/ heard about the position
  - Brief background on the organization and goals
  - Introduce your experience and talk about how:
    - The experiences overlap with the position
    - Because of your experiences you can help the company reach its goals/ mission
  - Goal: Interview
- Body Paragraph 1
  - Additional details on the company goals/ mission
  - Additional supporting details on how you can help the organization reach its goals
    - More specific-pull examples from resume
- Body Paragraph 2
  - Whatever information you could not fit in Body Paragraph 1
- Closing Paragraph
  - Repeat your main objective: getting an interview
  - Provide contact information
  - Provide signature block
  - Address any additional materials sent with the cover letter

## ***Formatting***

- Font: Times New Roman, Calibri, or Arial
- Point Size: 10-12 point
- Margins: .5" or 1" all the way around
- Spacing: Single Spaced
- Most professional documents are single spaced
- Include your contact info that matches your resume
- Date you submitted the documents



# Sample Cover Letter



Ashley Applicant

123 Main Street, Anytown, CA 12345 · H: 555-555-5555 C: 555-555-1234 · ashley.applicant@email.com

Thomas Lee  
Director, Finance  
ABC Investment Partners  
123 Business Rd.  
Business City, NY 54321

September 1, 2018

Dear Mr. Lee,

I am very interested in the entry-level position that is available at ABC Investment Partners. I recently graduated from XYZ University College and am actively seeking employment with firms in the San Francisco area. My courses in investments, finance, and business have given me a solid base upon which I plan to build my career.

During my college internships, I dealt with a variety of budgets and conducted market research while handling numerous administrative duties. The experience allowed me to learn important skills and to develop the confidence needed to succeed in a competitive environment.

I have enclosed my resume for your review. Thank you for your time and consideration.

It would be a pleasure to interview with you and I look forward to hearing from you soon.

Sincerely,

Ashley Applicant (signature hard copy letter)

Ashley Applicant



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