

Cover Letter Writing

Deconstruct the job description

Tailor your one-page cover letter to the job description by highlighting key qualifications and responsibilities stated in the job posting. Watch for repetition of key words as they are likely important skills and qualifications the employer is looking for.

Assess your fit with the position

Use examples to identify and highlight the skills and experiences you possess that directly relate to the position and job posting. Provide an explanation on how the employer will benefit from these skills and experiences and how you will be an asset to the company.

Research the organization

Show that not only are you qualified for the position but that you'd be good fit in the organization. Take the time to review the company's website, social media, and any current news.

Important to consider when creating your cover letter:

Profile information in your header section (same as your resume)

