



MVCC

Career
Development
Center



COVER LETTER WRITING

Do I really need a cover letter?

Yes! A cover letter lets the employer know what position you are applying for and why you are a good candidate for the position. This is an opportunity for you to “sell yourself” and get the employer to take a look at your resume.

How long should the cover letter be?

A cover letter is typically one page and includes three to four paragraphs. You want to use your cover letter to highlight your relevant skills and experience that align with the job posting for the position for which you are applying. You do not need to rewrite your resume! Refer to our cover letter guide to see the proper format and what should be included in each paragraph of your cover letter.

Cover Letter Checklist:

- Use the same font and text size as your resume.
- If you are unsure of the contact name for your salutation, use “To the Office of Human Resources.”
- Use a colon after your greeting (NOT a comma).
- Keep your letter brief and professional.
- Be sure to sign the letter if it is a paper copy.
- Your contact information should be included in the final paragraph.
- The letter should be in block format (left justified).
- The letter should be single-spaced except for between paragraphs.
- Tailor each cover letter to the specific job posting.
- Proofread to avoid typos and grammatical errors.



SAMPLE COVER LETTER

Your Street Address
City, State Zip Code

Use the same font in your cover letter as your resume, one inch margins, and font size about 12 pt.

Date of Writing

Name of Person, Title of Person
Organization Name
Street Address
City, State Zip Code

Try to find the name of the person to whom you should address your letter. If you can't find one use "To the Office of Human Resources" or something similar.

Dear Mr. / Ms. / Dr. Last Name:

Describe why you are writing: Include the position, field, or area to which you're applying and tell how you learned of the opening. Include a brief statement about what is unique about your skills or experiences that would make you a good fit in the organization and the field. Also, offer a brief statement demonstrating specific knowledge of the company to which you are applying. Tailor this to each employer to demonstrate your interest and that you've done your homework.

Use this paragraph to demonstrate to the employer how your interests, education, and experience fit the requirements described in the position posting. Describe the qualifications that you think are most relevant. If you have related experience or specialized training, or specialized training, briefly mention it here. Think about all the transferrable skills you have gained in various jobs, volunteer experiences, campus activities, and research. Briefly summarize how those experiences are relevant to the position.

Refer the employer to your resume for further details about your experiences and qualifications. Reiterate why you want to work at that specific company. Offer your contact information and thank the employer for their time and consideration. If appropriate, indicate when and how you plan on following up on the submission of your cover letter.

Sincerely,

Sign above your typed name.
Leave three spaces between
Sincerely and your name.

Your, Name

Enc. (If you enclose a resume or other materials)

Keep your cover letter to one page.

Remember, this is to entice the employer to read through your resume, so it does not need to include every single detail!!