

## Overview

A cover letter is used when responding to a job announcement or submitting your resume for consideration. A good letter will complement and *concisely* expand upon your resume, communicating your fit with the position and organization.

## Tips

*Research* the intended recipient thoroughly and understand the breadth of what the organization does (e.g., products, services, and client base) before writing.

Keep your letter to *1 page*, choosing keywords/phrases to catch the employer's attention.

Tailor (customize) the letter to each employer, *addressing their name and title*.

Carefully select what you'll say and how you'll say it. Use the *STAR Method*.

### FIRST PARAGRAPH

*Open your letter with a strong sentence*, encouraging the employer to keep reading.

Indicate who you are and your *reason for writing*, naming the position, company, and where you learned of the position.

### BODY PARAGRAPH(S)

Describe your strongest qualifications matching the job requirements (see *job description*) and any unique skills and academic/professional background that make you a perfect fit.

Include *specific accomplishments* and *results* you have delivered to describe your skills, focusing on outcomes that will help solve the employer's problems.

Demonstrate how you can *support the organization*.

### FINAL PARAGRAPH

State your next step—that you look forward to the opportunity to discuss your qualifications further. *Thank them* and provide contact info.

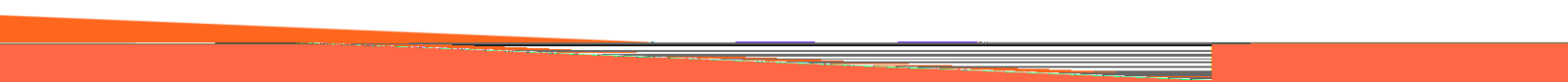
Check carefully for grammatical/typing errors. Have someone *proofread* before sending.



# Cover Letter Guide

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