

Cover Letters

Fillable Worksheet on Page 2.

To save your work, view in Adobe Reader or Google Suite Lumin PDF plugin.

Cover Letters are an essential piece of the job search and should be utilized whenever possible when submitting a resume. The cover letter conveys to the reader your motivation to apply for the position, illustrates how your skills, knowledge and experience would benefit their organization, and shows your writing skills. Your cover letter should be customized to each position and employer for which you are applying.

If you are submitting your resume electronically through Handshake or as an email attachment, save your letter in PDF format, using an easy-to-identify file name such as "LastName_FirstName_EmployerName_CoverLetter.pdf."

YOUR NAME City, State <u>or</u> Metro Area (optional) Cell Phone, Email, LinkedIn URL	
Today's Date	
Contact Person's Name Title (if known) Name of The Organization Mailing Address City, State Zip Code	<div style="border: 1px solid black; padding: 5px; display: inline-block;">If the employer has multiple locations and you are unsure of where your recipient is, use the address for the organization's headquarters, which is usually readily available online.</div> ←
Dear Contact Person's Full Name (e.g., "Dear Henry Rutgers") <u>or</u> Dear Hiring Manager if name is not known:	
OPENING PARAGRAPH: Clearly state why you are writing and include the position title or the type of work for which you are applying. Mention how you heard of the opening (e.g., Rutgers-Newark Handshake, referral). Explain why you are interested in employment with this employer, and/or indicate why you desire this type of work and what you have to offer them.	
MIDDLE PARAGRAPH(S): Explain what qualifications (education, skills, and experiences) you have that make you qualified for the opportunity you are applying (mention one or two specific skills or experiences you possess that pertains to the job description). Be sure to point out your particular achievements or other qualifications. <u>Do not simply duplicate resume information in the cover letter.</u> rather summarize and add to the important points as to how you can make a significant contribution to this new employer (discuss what you can do for them, not what they can do for you).	
CLOSING PARAGRAPH: Reiterate your interest in the position and/or employer and include your contact information (phone number and email address) in order for the employer to reach you. Thank them for their time.	
Sincerely, Type out your full name	

Cover Letter Worksheet

Fillable form fields below.

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DIRECTIONS: Before you start writing your cover letter, you need to decide what kind of message you want to send. Your cover letter should clearly demonstrate that you are worth contacting for an interview and not leave the employer to draw their own conclusions. Ultimately, you need to answer the question, "*How* will you help the organization reach its goals?"

Take any position/employer that interests you. Carefully read the posting and look for what the employer needs in the candidate who will fill this position. These may be found in the job description itself as well as any candidate qualifications the employer specifies.

In the grid below, jot down those requirements in the left-hand column "What They Want." Then, referring to your resume, write down how you meet those requirements on the righthand side, under "What I Have."

TIP: It is not necessary for you to match up 100% to every qualification the employer lists. If you match up to 60% or more, you are still a competitive candidate.

What They Want

Example: "Strong communication skills, familiarity with organizational social media big plus"

What I Have

"Publicity chair, student org: Advertised food drive over Instagram; collected over 40 items for Pantry RUN"