

Why Should You Write a Cover Letter?

Why Should You Make a Cover Letter?

- Cover Letters are an essential piece of the job search. They should be utilized whenever possible when submitting a resume.
- Your cover letter should be customized to address each position and employer for which you are applying.

What Does the Cover Letter Convey?

Your motivation to apply for the position illustrates:

- Your skills, knowledge, and experience
- How it can benefit their organization
- Your writing skills

If you are submitting your resume through a job search portal such as Rutgers Newark-Handshake or as an email attachment:

- Save your cover letter in PDF format
- Use an easy-to-identify file name such as: "LastName_FirstName_EmployerName_CoverLetter."

YOUR NAME

City, State or 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

(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.)

Dear Contact Person's Full Name (e.g., "Dear Henry Rutgers") or 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. Do not simply duplicate resume information in the cover letter. 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).

- You can also break the middle paragraphs into 2 with one focusing on hard skills and the other soft skills. Remember to ask yourself, what does the job description ask for? How does your background connect to that?

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