



# CREATING COVER LETTERS

A cover letter is an extension of your resume. Be sure not to transfer the same exact information from your resume into your cover letter. Expand on your experience and information that pertain to the position you are applying for. Your cover letter is your first chance to make a good impression.

Some companies or organizations will specifically tell you how many paragraphs they want your cover letter to be. Also included may be the topics they would like covered. If there is a request for a cover letter but no guidelines, follow a simple template like the one below. Make sure to be sincere, and never lie about experience.

Let's take a look at the format for a cover letter!

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## Your Contact Information

Name  
Address  
City, State, Zip Code  
Phone Number  
Email Address

Date Month Date, Year

## Employer Contact Information (if you have it)

Name  
Title  
Company  
Address  
City, State, Zip Code

## Greeting

If you know the name and gender of who you are writing to, use "Dear Mr./Ms. Last Name". If you do not, use something generic like "Dear Hiring Manager".

## Body of Your Cover Letter

The body of your cover letter lets the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow-up.

### First Paragraph

The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for and where you found the job listing. Include the name of a mutual contact, if you have one.

### Middle Paragraph(s)

The next section of your cover letter should describe what you have to offer the employer. Mention specifically how your qualifications match the job you are applying for. Remember, you are interpreting your resume, not repeating it.

## Final Paragraph

Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up or how you look forward to hearing from them about the position.

## Complimentary Close

Some examples are:

- Respectfully yours,
- Sincerely,
- Best regards,
- Respectfully,
- Thank you,

## Signature

- Handwritten Signature (for a hard copy letter)

- If you are writing your cover letter in an e-mail or sending it electronically, you have a few options.

- Scan your cover letter in with your signature on it
- If you do not have access to a scanner or cannot upload a document, type something like this:
  - Your Name
  - Your Email Address
  - Your Phone Number

## Speaking of E-mail...

When you're sending an email cover letter, include a Subject line that enables the hiring manager to recognize who you are and the job for which you are applying.

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