



## Writing cover letters

The following module provides information about crafting effective cover letters.

Your cover letter is often your first line of contact with a potential employer and it is very important that you make a good first impression. Each letter must be tailored to fit the specific job you are applying for and should never be a generic “one size fits all” read. Your letter should immediately engage the reader by highlighting one or two of your most impressive accomplishments or achievements.

**The following is a list of Do’s and Don’ts that you should always consider when crafting a cover letter:**

- **Do** begin with a brief introduction of you and your resume and explain why you are applying for the position and where you heard about the job.
- **Do** write with an enthusiastic voice and explain why you are excited to be applying for the position.
- **Do** explain why you are an ideal match for the position by drawing attention to those specific qualities or experiences that are of particular relevance to the position.
- **Do** mention specifics about the company to show that you have done your homework and are eager to join the team.
- **Don’t** simply create a summary of your resume by re-iterating lines directly from it.
- **Don’t** make any grammatical mistakes or spelling errors! Errors indicate that you are not detail orientated and will get your application quickly tossed in the recycling bin! Have it proofread several times.
- **Don’t** use elaborate or decorative font types and be sure that the document formatting is consistent from line to line.

See the next page for more tips and information.

Your current mailing address  
Phone number(s)  
Email

Be sure to include a contact address, phone number and email where you know for sure you can be reached. You might consider adding a permanent address and a "school" address if you are unsure where you may be during the hiring process.

Avoid using an email addresses with a goofy, cutesy or otherwise unprofessional email name. Use your MUN email.

Date

Company name  
Address

Be sure to include the full company address.

Always attempt to find out the name of the individual who will be reading your letter – avoid the generic Sir/Madame.

Dear Mr./Mrs./Dr.,

**First paragraph** – State your intent – including the job applied for, location, and where/how you found out about the position, i.e. where it was advertised.

**Second paragraph** - State why you are applying for the job. Emphasize that you have an interest in the company and the industry and state what you know about the company. This is important because it indicates to the employer that you took the time to do some research and are genuinely interested in the job. Do not quote vague statements or repeat information directly from their web site. Information related to the company's current projects, future plans, etc., is appropriate.

**Third paragraph** – Here is where you describe what you have to offer to the employer. This section of the letter should highlight the key skills or experiences you have that meet the requirements of the advertisement. Tell them something about your career that will immediately gain their interest. Only provide them information related to required experience or skills, as stated in the job description. THIS SECTION IS NOT A COMPLETE RESUME SUMMARY!!

**Closing** - The letter should close with a request for an interview where further elaboration will be made on your interest and qualifications, as outlined above.

Yours truly,

*Signature*

Your Name

Be sure to sign your letter. If you are emailing it, include a digital signature. It shows great attention to detail.