

The Cover Letter

PERSONALIZE
YOUR
LETTER

Tailor each letter to the position: use words from the job description

Highlight your background that is relevant to the position of interest



Studies indicate the cover letter has a life expectancy of only 8 seconds, make it count!

DO
YOUR
RESEARCH

Research the company and understand the mission & values

Draw a parallel between the organization and your skills



Be personable, enthusiastic and highlight your abilities!

SELL
YOURSELF

DO NOT simply repeat what is on your resume

Emphasize special achievements & specific skills



Your cover letter is the first impression you offer, INSPIRE employers to read your resume!

DON'T
FORGET!

Print on high quality paper: CAREERSERVICES PROVIDES FREE PAPER



'DHPHQ 8QLYHUVLW\ & DUHHU 6HUYLEFHV ‡ ZZZ GDHPHQ

Put heading in Header
allows you to move it as
needed

Name: Larger font & bold
Remaining document: 11-12 pt.font

Will Succeed

(716) 123-

will.succeed@daemen.edu

Date of Letter

(P S O R \ H D P W 7 L W O H
Company Name
Company Street Address
City, State, Zip

Dear Mr. /Ms. /Dr. Last name:

Posting #: _____

I am submitting this cover letter in the hopes of joining your team as D 6 W D W H 6 H Q D W H
, Q W H U Q I R U W K H . F R O I L G H Y W U A K D A W . R o b i n O n e p o s i t i o n p o s t e d o n C o l l e g e C e n t r a l
Network. I D P F R O I L G H Y W U A K D A W relevant experience will be an asset
to the team.

, D P L Q W H U H V W H G L Q D Q L Q W H U Q V K L S Z L W K \ R X U F D P S D L J
D E R X W S U R J U H V V L Y H S R O L W L F V F R P P X Q L F D W L R Q D Q G S R O L
\ R X K D Y H F R P S O H W H G L Q : H V W H U Q 1 H Z < R U N D Q G , D P L Q V
I U Q ' J V W K e % - 6 N L F \ F R O D Q W S I U \ , S H U V R F R O H \ R Q D c < I