**Cover Letters**

A few pointers:

* Cover letters should augment and not repeat your resume. If your resume is about accomplishments and results, then your cover letter should be about the skills that you are bringing to the role.
* Review the qualifications in the job posting and try to highlight what you bring to the top 3-5 of them.
* One page, normal margins, normal font.
* Try to address the cover letter to someone either in the hiring group or in recruiting whenever possible.
* The header should match the header from your resume.

Date **PROSE COVER LETTER STYLE GUIDE**

Mr./Ms. ABC DEFG (Try to include an actual person at company whenever it is possible)

Experienced Recruiter  
DEF Company  
1234 Avenue

Washington, DC 20007

Dear Mr./Ms. ABC DEFG

**Paragraph 1:**

* Express interest in XXX position at DEF Company.
* Describe the numbers of years of experience you have gained at X, Y, and Z places that make you relevant to this role.
* Explain your interest in the company and role. Try to go beyond the website headlines and make a more meaningful comment.
* If you have spoken with people at the company (not required), mention them in a sentence and describe the positive attributes they conveyed to you either about the company or the role
* In the last sentence of this paragraph, define three key skills you bring to the role – they are often a mixture of hard and soft skills and tie directly back to the requested characteristics in the job description.

For the next two paragraphs, break up the hard and soft skills into their own paragraphs. It is fine to combine the hard skills together into one paragraph (financial modeling and budget planning for example) or the soft skills together (leadership and team building for example).

**Paragraph 2:**

* Describe one or two “hard” skills you would bring to the position and how you acquired them. Examples from on the job experience are better, but schooling examples are acceptable.

**Paragraph 3:**

* Describe one or two softer skill (leadership, team building, etc) that you bring to the role. Explain how you have honed this skill and the numbers of years that you have been crafting it. If you can paint a picture of the skill by telling a one to two sentence story about how you have exhibited it, that’s very helpful.

**Paragraph 4:** Closing paragraph –

* Re-express your interest in the role
* Offer to answer any further questions
* Mention that you look forward to hearing from them

Best Regards,

First Name Last Name

Date **BULLET POINT FORMAT COVER LETTER STYLE GUIDE**

Mr. XXX XXXX (Try to include an actual person at company whenever it is possible)

Experienced Recruiter  
DEF Company  
1234 Avenue

Washington, DC 20007

Dear Mr. XXX:

**Paragraph 1:**

* Express interest in XXX position at DEF Company.
* Describe the numbers of years of experience you have gained at X, Y, and Z places that make you relevant to this role.
* Explain your interest in the company and role. Try to go beyond the website headlines and make a more meaningful comment.
* If you haves spoken with people at the company, mention them in a sentence and describe the positive attributes they conveyed to you either about the company or the role
* In the last sentence of this paragraph, define three key skills you bring to the role – they are often a mixture of hard and soft skills and tie directly back to the requested characteristics in the job description.

**Bullet 1: Major Skill (hard or soft) or Industry Knowledge Relevant to Role::**  Provide a 4-5 sentence story that demonstrates your skill or industry knowledge. For a skill story, try to find a story that you can paint a picture for the reader of how you have demonstrated this. For industry knowledge, it may instead be an overview of the various times you have worked in the space vs a specific story.

**Bullet 2: Major Skill (hard or soft) or Industry Knowledge Relevant to Role::**  Follow same guidelines as first bullet.

**Bullet 3: Major Skill (hard or soft) or Industry Knowledge Relevant to Role:**  Follow same guidelines as first bullet.

**Paragraph 2–**

* Re-express your interest in the role
* Offer to answer any further questions
* Mention that you look forward to hearing from them

Best Regards,

First Name Last Name