Cover Letter Toolkit

Developing a cover letter can feel intimidating. Below, we will explore the best practices when it comes to creating a cover letter.

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What is a Cover Letter?

The purpose of a cover letter is to explain your interest in the job and company, as well as to share your suitability for the role you're applying for.

- It's typically submitted along with your resume in a job application.
- This letter should highlight your skills, abilities, experience, and achievements.
- Cover letters allow you to go into more detail about your professional career and explain why you're a good fit for the role you're applying for.

How to Write a Cover Letter

- Start with a header.
- Include a greeting.
- Include an overview of why you're applying for the role. This section should be three to four paragraphs in length
  - Paragraph one should indicate which role you are applying for.
  - Paragraphs two and three should highlight how your qualifications compliment the qualifications sought by the employer.
  - Paragraph four should be to thank the reader for their time and ask for an interview.
- Professional sign off.

Formatting Best Practices

- Keep your cover letter to one (1) page.
- Use full sentences.
- Font should be professional; 10 to 12 pt in size.
- Use a professional font such as Calibri, Arial, Times New Roman, or Helvetica.
- Margins should be 1 inch on all sides
- Left-aligned page with single spacing
- Your cover letter formatting should match your resume

Still Unsure About What to Do Next?

Indeed provides a thorough guide on how to write a cover letter with examples! Please review the link to learn more.