

Step-by-Step: Writing a Great Cover Letter

1

OPENING
Grab attention

Title of position:

Mention who referred you or state your interest in the position

Write a statement about your qualifications, achievements, or strengths

I shine when...

your turn

2

MIDDLE
Market yourself

List a required job qualification from job posting

Step 1 → Give an example to show how you demonstrated the qualification

Step 2 → List specific results or outcomes

Step 3 → Combine Steps 1 & 2 into a statement

Example Skilled event planner

Step 1 → Successfully planned fundraising event

Step 2 → Resulting in \$5,500 to a local nonprofit

Step 3 → Successfully planned a team fundraising event for a fraternity resulting in \$5,500 to a local nonprofit

Position qualification...

Step 1 →

Step 2 →

Step 3 →

your turn

3


CLOSE
Bring it home


Restate your interest with the position and organization

PHONE # and EMAIL ADDRESS

Thank them for their time and consideration

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How-To Write a Great COVER LETTER

Heading

Date, employer name, title, company name, address

YOUR NAME GOES HERE

Your Email * Your Phone # * Your Linked In * City area (optional)

Top Header

- Use a clean, legible font to display your name and contact information
- Match it to your resume

Salutation

- Keep it professional (Mr./Ms.)
- Avoid using "To Whom it May Concern"
- Options: Dear Human Resources, Hiring Manager, or use department name

Date

Deborah Craft
Title
CSU Career Center
120 Lory Student Center
Fort Collins, CO 80521

Dear Ms. Craft,

1

I would like to express my interest in the Career Center Student Ambassador position at Colorado State University. As a leader on CSU's campus and a strong communicator, I have had experience in multiple guest service roles. The mission of the Career Center is appealing to me and I particularly shine when empowering students with resources to help them succeed.

OPENING Grab Attention

- State title of position
- Open with your interest or a connection
- Jump right in with your qualifications

2

I have proven success at professional communication and guest service skills through my work experiences, community involvement, and academic pursuits at CSU. Some highlights of my experience are:

Middle Market Yourself

- Align your skills & how you demonstrated qualifications.
- Include specific results or outcomes for each skill
- List successes (promotions, awards, etc.)

- Independently presented and lead family tour groups of up to 20 in the CSU Admissions Office
- SLICE LEAD certified: consisted of intense trainings on diversity and leadership skills from multiple campus offices
- Microsoft office and calendaring skills gained in previous work study position
- Successfully planned a team fundraising event for a fraternity resulting in \$5,500 to a local nonprofit

3

With one year left at CSU, I would be able to put my skills to the benefit of the CSU Career Center. In May 20XX, I will graduate with a Bachelor of Arts in Communication Studies.

CLOSE Bring it Home

- **Restate** your interests with the position and organization
- How can they contact you?
- Thank them for their time and consideration

Please contact me at 970-555-1212 or firstname.lastname@rams.colostate.edu so I can discuss how my skills can be of benefit to the CSU Career Center. Thank you for your consideration, and I look forward to hearing from you.

Sincerely,

(sign your name digital or in ink)

Your Name (typed)

Closing

"Sincerely" or "Respectfully yours" (2 spaces) and your typed name.

Formatting Tips

- Clean, legible, professional font in 10-12 pt size
- Single spaced, add one space between paragraphs
- Print on white or neutral paper (no crazy colors)
- File name ex: FullName_Application.docx
- .5" – 1" Margins
- Indent bullets
- Spell check and reread

