



# HOW TO WRITE A GREAT COVER LETTER

CAREER CENTER  
COLORADO STATE UNIVERSITY

## TOP HEADER

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

(Include City and State if you are applying within the state. If applying to another state, leave it off)

Your Name

Your Email | Your Phone | Your LinkedIn URL | City, State

## HEADING

The traditional heading of a cover letter includes the date, hiring manager's name, their title, company name, and address. You may choose not to include the employer's address if you think it is a better use of the space to include more content about your qualifications.

Date

Jamie Jung  
Title  
CSU Career Center  
120 Lory Student Center  
Fort Collins, CO 80521

## SALUTATION

- Address the person using their full name
- Avoid using "To Whom it May Concern"
- Options: Dear Human Resources, Hiring Manager, or use department name

Dear Jamie Jung,

## INTRODUCTION

- State title of position
- Open with your enthusiasm or a connection to the company
- Jump right in with your qualifications
- Demonstrate that you've done your research on the company by mentioning why you specifically want to work for this organization

It is with great enthusiasm that I am applying for the Career Center Student Ambassador position at Colorado State University. I am confident that my excellent interpersonal skills and previous experience as an Office Assistant will address your need for great customer service, detail orientation, and organizational abilities. As a junior majoring in Psychology, I bring both a desire to work with people and to understand them from a problem-solving perspective. Since I am a first-generation student, I am excited to apply my deep appreciation for diversity, equity, and inclusion and feel energized upon seeing that this is also consistent with the mission of the Career Center.

## BODY

- Decide what skills and qualifications are most relevant to the role using the job description
- Once you know what to highlight, show how you have these skills through specific examples. End the example with a result or success
- If you do not have experience utilizing these skills in a previous job, use examples from school, volunteer work, or clubs

I have proven success at communicating with diverse clients and demonstrating guest service skills through my work experience, community involvement, and academic pursuits. While working as an Office Assistant in the College of Natural Sciences Dean's Office, I was charged with welcoming students, faculty, and staff who entered our lobby. I answered their questions with a cheerful demeanor and provided resources as appropriate. In this role, I developed proficiency in Microsoft Office applications, including Outlook, Excel, and Power Point while I scheduled appointments, entered data, and assisted with presentations. As a volunteer at the Front Range Library, I educated patrons about the Summer Reading Program and entered their information into the library database so that they would be eligible for prizes. Since some of the guests spoke Spanish exclusively, I cheerfully translated how the program worked and sought to ensure a welcoming library experience for them. In my classes at CSU, I have collaborated on several large projects with peers from very different backgrounds and have taken a lead role by coordinating meeting times and modeling inclusive conversations to ensure a cohesive team dynamic that allowed us to deliver an excellent product on time.

## CLOSE

- Restate your interest for the position and organization
- Add information about yourself that strengthens your message
- Thank them for their consideration

I look forward to discussing how my experiences, skills, and enthusiasm for the mission of the Career Center can make a significant contribution toward serving others as a Student Ambassador. It would be wonderful to join a team of dedicated staff and students who share the values and high expectations for performance that I strive to achieve. Thank you for your time and consideration.

With gratitude,

*Your Signed Name*

Your Name (typed)

Your signature can be either digital or in ink. "Sincerely" or "Respectfully yours" or "With gratitude (2 spaces) and your typed name.

## FORMATTING TIPS

- Clean, legible, font in 10-12 pt size
- Single spaced, add one space between paragraphs
- Print on white or neutral paper
- File name ex: FullName\_Application.docx
- .5" - 1" Margins
- Spell check and reread

**Here is an example of how you could write the body of your letter by using bullet points rather than paragraph form. Both approaches are acceptable!**



I have proven success at communicating with diverse clients and demonstrating guest service skills through my work experience, community involvement, and academic pursuits. Some highlights of my experience include:

- Serving as an Office Assistant in the College of Natural Sciences Dean's Office, where I was charged with welcoming students, faculty, and staff who entered our lobby with a cheerful demeanor and provided resources as appropriate.
- Volunteering at the Front Range Library, where I educated patrons about the Summer Reading Program and entered their information into the library database, often speaking Spanish exclusively to best serve community members.
- Collaborating with diverse peers in classes on several large projects and taking a lead role by coordinating meeting times and modeling inclusive conversations to ensure a cohesive team dynamic that allowed us to deliver an excellent product on time.

Remember that these bullets should offer specific examples and demonstrate how you used a skill to provide value on the job. These bullets should be different than the ones on your resume. A resume lists what you did. A cover letter explains how you performed a skill or accomplishment and why it was important.

## **Cover Letter Tips:**

**1.** A cover letter is a document that accompanies your resume for the purpose of persuading the reader to offer you an interview. Be strategic about what to include as the general recommendation is to keep this to one page in length.

**2.** You have the agency to determine what you include and what to omit from your cover letter. However, consider whether you are including information that would create bias or discrimination, such as mentioning your political or religious affiliations. Is there a different way to present that information, or can you remove it entirely? This is about how you want to present yourself to employers, and that is ultimately up to you.

**3.** Writing a cover letter is an opportunity to demonstrate career competencies that are valued by employers, such as written communication and self-reflection. Take the time to think about the unique strengths you bring and be sure to proofread for clarity and errors.

**4.** It's important to consider what the company values and demonstrate how you have what they're looking for. Analyze the job description to see what duties or qualifications seem most prominent for the role. These might be repeated words or phrases. The company website may also give clues about what the company values.

**5.** We recommend tailoring your cover letter for every position you apply for. This means customizing the examples and language to the specific job instead of using a generic one-size-fits-all approach.