Creating Cover Letters

Cover Letters

- What is a Cover Letter?
  - Quick summary of why you are a good fit for the position

- But why not just send a resume or CV?
  - Consider your Resume/CV to be the raw data – the Cover Letter is your hook to get the hiring manager to look at your CV

The Process

1. Research the Job and Company

2. Build your Cover Letter

3. Proofread and ask for advice

4. Apply!

Part 1: Research

- Review the job application carefully – make sure you meet the requirements

- Highlight key words/phrases in the application. You will use these in your Cover Letter and want to make sure they appear in your resume.

- Look up the company online
  - What do they do?
  - What does their 'About Us' section on the website say?
  - Can you see anything important about their corporate culture? Teamwork? Leadership? Mentorship?
  - Who are the key employees? Make a list and know their roles in the company.

Hiring Person Name
Company Name
Address

Name
Address
Mobile #
Email
LinkedIn Link

Dear _____,

Paragraph 1

Paragraph 2

Paragraph 3

Paragraph 4

Sincerely,

_____

Part 2: Build

- Make it PROFESSIONAL!
  - Clean and clear font
  - Use an appropriate email address & current phone number
  - Include your LinkedIn Profile (and make sure it is current)

- Use a simple format:
  - Your contact information
  - Dear _____, - try to use a specific name!
  - Paragraph 1: Introduce yourself and specifically identify what job you are applying for. Why did you apply? How did you learn about the position?
  - Paragraph 2: How do your qualifications meet the requirements of the position?
  - Paragraph 3: Why would you be a good addition to the team for THAT company?
  - Paragraph 4: Close the letter and be positive. Direct the committee to your resume. Thank them and welcome questions
  - Sincerely, _____ - use your full name

Part 3: Proofread & Get Advice!

- How do you choose the right person to help?
  - They ask you for the job description and your resume before they start proofreading
  - They are professionals in either the industry you are looking for or are involved in Human Resourses
  - You trust their advice

- Take a few days and review it yourself.
  - Look at the Job Description, your Resume and your Cover Letter as if you were a hiring manager. What would they think? Does it make sense?

Part 4: Apply

- Create a PDF of your resume and cover letter to submit
  - This will prevent any formatting issues with different programs/versions of the word processing program you use.
  - DO NOT SEND A GOOGLE DOC!!!

- Keep a list easily accessible of places you have applied with key words about what the companies do, who is hiring and what the job is so that if they call, you can quickly remember what you applied for.

- Have your schedule available so you can choose a date to interview quickly and confidently.

Need help?

SCSU BioPath

Staff is available to help you throughout the process!

https://biopath.southernct.edu/

Your University Career Services Department

Look for this group on your University's website. Appointments are usually available for a wide variety of services including resume help.

Your Network

Contact trusted colleagues or mentors for help reviewing your resume or just talking about your ambitions.