



WHAT IS THE PURPOSE OF A COVER LETTER?

A cover letter is a formal letter that complements a resume or other position application materials. It allows you to introduce yourself to an organization and demonstrate effective written communication by expressing your interest and showcasing your education, experience, and skills. It is important for this document to not replicate your resume, but to still highlight your accomplishments, strengths, and transferrable skills focusing on what you've learned and how you will add value. A cover letter is an important part of the job search process, and should be tailored to the position which you are applying. They are typically one page and 3-4 paragraphs. Save your cover letter as a PDF before sending.

QUESTIONS TO ASK YOURSELF BEFORE BUILDING YOUR COVER LETTER

1. What are 3 reasons why you'd like to be in this specific position at this organization compared to others like it?
2. What is the organization's mission statement and/or values?
3. How can you tie in your past experiences to fit in with the position description the organization is looking for?
4. How does this job and company align with your vision for yourself in the future?
5. Write in the oval below what related experiences would demonstrate your fit for the job. Examples: Internships, co-op's, volunteering, past work experience, clinical/field experience, group project experience, leadership and campus involvement. Refer to the job description and what you know about the organization and/or field.

FIRST NAME LAST NAME

Mailing Address | Phone Number | Email Address | LinkedIn Customized URL/Online Portfolio

Date
Name of Contact Person, Title
Organization
Street Address
City, State ZIP
Job ID # (if Known)

Dear (Contact person's name, hiring manager, selection committee, or position):

Opening Section: Who You Are & Why You Are Applying

- Name the job for which you are applying and how you learned about it
- Briefly highlight your education, skills, and experience
- If appropriate, mention the name of the person who referred you to the organization

Second Section: Your Skills & Qualifications

- Discuss the skills and strengths you bring to the job, and explicitly connect them to the tasks of the position
- Provide brief examples of a few related achievements or experiences, discussing how it can transfer to the position
- Even if you haven't done the exact things the job entails, you can show your preparedness through transferable skills

Third Section: You & the Company

- Demonstrate that you've researched the company by incorporating information such as their mission statement, motto, services or products and relating it to your previous experience, goals, and why you are interested in working for them
- State why you would be a good fit for the organization, emphasizing how you can help the organization reach its goals
- Some organizations may have a focus on helping employees grow, but overall focus on what you offer, not what you want

Closing Section: Wrapping Up

- Very briefly restate any important themes, creatively tying them together into a cohesive conclusion
- State that you are available for a personal interview at your reader's convenience
- Make it easy for the person to contact you: list your email address, as well as your phone number. Even if this information is on the resume, list it here again, as you do not want to make the employer search for a way to contact you
- Thank the reader for their time

Sincerely,
Your Name (sign if printing)
Your Name

ALBERT EDUGATOR

Mailing Address | Phone Number | Email Address | LinkedIn Customized URL/Online Portfolio

April 4, 20XX

John Smith, Human Resources Specialist
California University
123 Headquarters Parkway, Suite 123
Sacramento, CA 75847
Job ID: 999999

Dear Mr. Smith,

In May 20XX, after four years of leadership and service as a student at the University of Florida, I will be graduating with a Bachelor of Arts in Education Sciences. I recently learned about California University's open position for a Distance Learning Coordinator from Anne Thomas, the Director of Distance Learning for California University and a great mentor of mine. I strongly believe that my education and previous experience in the academic field qualify me for this position.

In the summer of 20XX, I had the opportunity to work with the University of Barcelona in their study abroad office as a quality improvement intern. As an intern, I learned how the University of Barcelona connects to other global universities to strengthen study abroad programs and to implement new programs. I also had the opportunity to aid in this effort by communicating with global advisors from other universities to discuss ways to improve their foreign exchange programs with the University of Barcelona. In addition, my involvement with the UF International Center as a Study Abroad Peer Advisor has allowed me to gain valuable experience in advising and the problem-solving skills necessary to assist distance-learning students at California University.

I am confident that I would be a valuable addition to California University due to my coursework and understanding of education and learning systems in both a traditional and non-traditional setting. In my research, I found that the Distance Learning Program at California University was recently named one of the top 10 New Educational Programs in the country. I am eager to be a part of an academic institution that actively strives for greatness. My enthusiasm to assist students and my ability to create innovative solutions will allow me to contribute to California University's mission to provide the highest caliber of education and prepare all students for their future careers.

As a proven leader with relevant experience, I am excited to submit my application for consideration. If you would like to discuss my qualifications further, please feel free to contact me at [phone] or at [email]. Thank you so much for your time and consideration. I look forward to hearing from you.

Sincerely,

Albert EduGator

Albert EduGator

IMMA GATOR

Mailing Address | Phone Number | Email Address | LinkedIn Customized URL/Online Portfolio
(You want your header to look similar to your resume)

February 10, 20XX
Kimberley Jones
Alachua County Board of Education
750 Headquarters Parkway, Suite 123
Gainesville, FL 32333
Job ID: 999999

Dear Ms. Jones,

Please accept my application for a First Grade Teacher position at William Talbot Elementary School. In May 20XX, after six years of leadership and education as a student at the University of Florida, I will be graduating with a Master of Education in Elementary Education. I recently learned about this position from Dr. Alberta Lagator, a current instructor at your school and a great mentor of mine. I strongly believe that my education and previous teaching experiences qualify me for this position.

Over the past year as a Student Teacher at Littlewood Elementary School, I have developed a strong foundation of teaching and classroom management skills. Through co-teaching a second grade class, I sought opportunities to incorporate SmartBoard technology into lessons to create more engaging activities to foster student learning. Through small reading group discussions tailored by reading level, I was able to truly meet the varying needs of my students and provide a customized learning environment. My experience as a student teacher has helped me to develop my own teaching style that is innovative and strives to truly meet the developmental needs of my students. I hope to bring this knowledge and innovative outlook to William Talbot Elementary.

I am confident that I would be a valuable addition to William Talbot Elementary School. In researching your school, I learned about the commitment to using innovative educational techniques held by your instructors, and I embody a similar philosophy in my teaching style. I also highly value professional development opportunities as a teacher, and am impressed by the support from the administration for such growth for new professionals. I hope to learn and develop as a new professional while contributing new and innovative instruction in the classroom.

As a teacher with relevant experience, I am excited to submit my application for consideration. If you would like to discuss my qualifications further, please feel free to contact me at [phone] or [email]. Thank you so much for your time and consideration. I look forward to hearing from you.

Sincerely,

Imma Gator

Imma Gator