

COVER LETTER GUIDE

COLLEGE FOR CREATIVE STUDIES
www.collegeforcreativestudies.edu

A cover letter is a business letter that you use to introduce yourself to a prospective employer and to bring attention to your enclosed resume. A well-written cover letter will provide highlights of your experiences that meet the employer's needs. The letter should link your experience and skills to the qualifications of the position.

Cover Letter Tips:

- Address your letter to an individual. Make sure the individual's name is spelled correctly. If a name does not appear in the posting or advertisement, call the gallery, company, or studio directly to get the correct name.
- Tailor your cover letter to address the needs of the specific job and audience you are applying for and to. One basic letter can be modified to a variety of positions.
- The cover letter should be one page in length.
- Proofread your cover letter, and have your cover letter proofread by others. Incorrect spelling in any part of your cover letter or your resume conveys sloppiness and indifference to prospective employers.
- The cover letter paper and envelope should match the resume paper.
- Always type all correspondence including the cover letter, resume, and envelope.
- Make sure that you sign your letter!
- Keep a copy of all correspondence and make notes of actions taken.
- Follow-up one week after you send out a cover letter and resume to an employer. This is a phone call or email confirming that they received your materials and expressing your interest in the position.

Cover Letter Layout & Content:

Your name

Your address

Your city, State, Zip Code

Date

Contact Person's Name

Contact Person's Title

Company Name

Company Address

Company city, State, Zip Code

Dear Mr./ Ms. _____:

First paragraph: The first paragraph explains the reason you are writing the letter.

State your intention clearly. Include the position title you are applying for and how you learned about the opening. If you are applying in response to a posting or newspaper advertisement, include the name and date of the publication where you saw the ad. If a networking contact referred you to the organization, mention the person's name and explain your connection.

Second paragraph: The second paragraph is where you adapt your cover letter to the specific job and company/organization. This is where you show them you've done your homework. Research the organization. Review their website. This will help you to emphasize relevant achievements, skills, and / or experiences. Convey to the prospective employer how you are a solid candidate for the position by understanding their business and explaining how you will be an asset.

Third paragraph: The final paragraph should mention when and how you will follow up. Be sure to include your current contact information. Always include your telephone number here. Thank the company representative for considering your candidacy.

Closing (Sincerely, etc.),

SIGNATURE