Cover letters can vary in format and purpose. They depend on the employer, the position, and your specific qualifications. You should **plan to write a separate, custom cover letter** for each position to which you apply.

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**THE PARTS**

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**Introduction:** Identify the position you are applying for, how you learned of this position, and why you are interested in applying.

**Answer the questions:**

*Why is this position right for me? Why do I want to work for this specific organization?*

**Body Paragraphs (1 or 2):** Sell yourself. Indicate that you understand the position requirements and illustrate that you possess the skills required to add value in this role. Expand upon, but do not repeat your resume. Elaborate on specific, concrete experiences which prove you have mastered job-relevant skills. **Answer the question:** *Why am I right for this position?*

**Closing:** Summarize your qualifications for the position, and outline the options for the recruiter to contact you. Include your contact information — both cell phone and email. Say thank you!

**Answer the question:**

*Does the recruiter know my contact information and the type of position I am seeking?*

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**A FEW TIPS AND TRICKS**

- Expand upon your resume; do not repeat it verbatim.
- Include the person’s full name if you do not know his/her gender.
- Limit the letter to 3-4 paragraphs and 1 page.
- Use standard business letter format.
- Do not copy exact words/phrases from sample letters.

- Confirm that you’ve included the correct company name and contact information.
- Be enthusiastic. Show off your personality!