

# CREATING A COVER LETTER

JOHN A. LOGAN COLLEGE CAREER SERVICES

## PURPOSE

- Introduce your resume
- More in depth explanation of specific experience, skills, and interest.
- Clear, concise, and grammatically correct.
- Tailored to each job description.

## FORMAT

- One page
- Roughly three to five paragraphs
- Date, position title, company name and address at the top

## INTRODUCTION PARAGRAPH

- Basic essential information
- Identify the position you are applying for
- Explain your interest in the position
- Explain how you heard of the position
- Educational qualifications
- Catch the employer's attention

## MIDDLE PARAGRAPH

- Identify strongest qualifications and clearly explain how these skills apply to the position
- Explain why you are interested in this position, the company, roles, etc.
- Explain significant experiences relevant to the position
- Great opportunity to discuss qualifications not on your resume
- Set yourself apart as a unique candidate

## CLOSING PARAGRAPH

- Gracefully exit
- Thank the reader for taking the time to read the letter and resume
- Restate excitement for the position and company
- Provide contact information (phone & email)
- Express willingness to provide additional information or excitement to discuss qualifications

## DO'S

- Know something about the company
- Carefully read job description
- Tailor each cover letter towards the job description
- Proof read and edit frequently

## DON'TS

- Ask rhetorical questions
- Repeat your entire resume
- Use the same cover letter for multiple locations

JOHN A. LOGAN COLLEGE CAREER SERVICES 618-985-3741, EXT. 8237 • Room C215 • [careerservices@jalc.edu](mailto:careerservices@jalc.edu)