



Cover Letter Tutorial

Purpose of the Cover Letter

- To share your strengths, demonstrate your fit with the organization, and illustrate how you will benefit their overall mission and purpose.

Key Points for a Strong Cover Letter

- Elaborate on your listed experiences, instead of reiterating your resume.
- Demonstrate how your background, academics, skills, and training make you an ideal fit for the position.
- Tailor each cover letter specifically to the position you are applying to.
- Content is based on your applicable experience, so this can consist of a variety of professional, academic, or civic experiences in showing how much of a fit you are for the position.
- PROOFREAD, PROOFREAD, AND PROOFREAD!!!

Structure of a Cover Letter

- Be concise: the cover letter should be no more than one page split into approximately 4 or 5 paragraphs.
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General Format

Hiring Official (Name of person in charge of the search process)
Company Title
1234 Company Rd.
City, State and zip code.

Dear *Hiring Official*,

- Title (Dr., Mr., Ms., Mrs., etc.) and name are important. Try to find who is in charge of the search. If you can't you may list *Search Committee, Hiring Manager, Human Resources etc.* in your salutation.
- Avoid using salutations like To Whom It May Concern – demonstrate you did your research and avoid sounding impersonal.

Introduction (1 paragraph): Include who you are and briefly why you are interested in the position.

- *I am a skilled experiential education professional who is seeking to utilize my energy, enthusiasm and expertise to develop outstanding civic engagement opportunities in the DC area. Thank you so much for taking the time and energy to review my materials for consideration of the program coordinator position.*

Body (2-3 paragraphs): Focus on a specific aspect (Skills, Qualification, Responsibility) of the position you are applying for, and describe how your experience applies to those responsibilities. This is your opportunity to build a connection with the reader through the use of your experience.

- *My previous positions have demanded both patience and flexibility in effectively solving the variety of challenges faced in the field of student affairs. The opportunity to work with AmeriCorps NCCC and VISTA provided me with great insight in how to create, develop and coordinate service opportunities for a wide range of students.*

Closing (1 Paragraph): Be sure to thank them for their time and end on a strong note.

- *Based on my experience passion for crafting intentional learning experiences that cultivate civic identity in college and university students, I know I would make a strong fit for this role. I look forward to discussing this position, learning more about The Washington Center's organizational needs, and how I can apply my skills to this role. Please feel free to contact me directly at 000-000-0000 should you have any questions.*