



Tips for Writing Successful Cover Letters

1. What is a cover letter?
 - An introduction to your resume and qualifications.
 - Used by employers to determine your interest in the position and to assess your written communication skills.
 - Most importantly, along with the resume, a way to land an interview offer. Should intrigue the employer enough to read your attached resume and then want to personally meet you.
 - Should answer the following questions:
 - Why are you writing?
 - Why are you interested in the job?
 - Why are you qualified?
 - What is your next step?
2. Be specific..
 - Don't be a "robo-writer" – cover letters should be individually tailored for each targeted position.
 - Should be addressed to a specific person by name and title.
 - Use job title and company name.
 - Use specific examples of why you're applying and why you'd be perfect for the job.
 - Reference anyone who told you about the job, or people you know who work at the company.
 - Don't be too personal – keep it pertinent.
3. ...and brief.
 - Put yourself in the reader's shoes and imagine if you had to read 100 cover letters. What would make a letter stand out? What would you want to read? What would make you keep reading? Would you read more than one page?
4. General format:
 - First paragraph: Introduction
 - State the reason for the letter, the position you are applying for, and, if applicable, how you learned of the position.
 - Middle paragraphs: Information
 - What makes you perfect for the job? Include specific examples, highlights from your resume, etc. Pay close attention to the job description, even using similar language in your letter. Incorporate your knowledge of the company or organization based on research you've done – it shows your interest!
 - Last paragraph: Wrap-up
 - Thank them for their time and consideration. Mention that your resume is enclosed. Provide the best contact information for reaching you should they want to schedule an interview.
5. Visit the Hendrix College Office of Career Services for help getting started on your cover letter or reviewing a first draft. Schedule an appointment by calling 501-450-1440 or emailing careerservices@hendrix.edu.