

What Is A Cover Letter?

- Your **first opportunity** to directly tie your experience to the position requirements and sell yourself.
- **Individually written** to focus your skills, experiences, and abilities toward that position and employer.
- A **complement** to your résumé. The two should work together and provide supplemental information.

Cover Letter Structure

Opening Paragraph

- Your first paragraph should describe the purpose of your cover letter. What position are you applying for and where did you learn about it? Briefly introduce yourself and your experience.

Middle Paragraph(s)

- The middle section is the bulk of the cover letter should make the connection between the job description and your résumé for the employer. Use this as an opportunity to provide detailed examples of your qualifications. Make it clear what you have to offer the employer.
- Additionally, demonstrate why you are interested in *this particular* position and organization. Show knowledge of the employer, their mission, their goals, and understanding of how you would fit into this.

Closing Paragraph

- Summarize your qualifications, restate your enthusiasm and interest in the position, and include your preferred contact information along with a future plan of action - state your interest in an interview.
- Conclude by thanking the employer for considering you for the position.

Quick Tips

- Focus on the company and what you can do for them, not what they can do for you.
- Use a proper greeting and ensure your letter is addressed to a specific person. If you cannot determine a specific name, use their title as opposed to a generic "To Whom It May Concern".
- Proofread, proofread, proofread. This is also viewed as a writing sample, the smallest mistakes are critical.
- Don't be arrogant or presumptuous. Avoid the temptation to declare that you are the best candidate.
- Use the same font style and header as your résumé. The documents should be cohesive and consistent.
- If you have a gap in your employment history or are switching fields, this is where you can address that.

CONTACT ADVISING & CAREER SERVICES

Office Locations

1st Floor McMullen Hall
Library Room 100

Phone

(406) 657-2240
(406) 657-2168

Email

advising@msubillings.edu
careers@msubillings.edu

SAMPLE COVER LETTER

555 Student Lane
Billings, MT 59101
June 5, 2014

Janet Simon
Human Resources Office
PricewaterhouseCoopers, L.L.P
P.O. Box 10091
Denver, CO 80202

Dear Ms. Simon:

Please consider me an applicant for the accountant position that was recently advertised in The Denver Post.

As my enclosed resume indicates, I have a Bachelor of Science degree in Accounting from Montana State University Billings. My degree and my work experience on campus have prepared me for the position at PricewaterhouseCoopers.

In my three years as a student worker in the Business Office, I compiled payroll reports, handled accounts payable, maintained a computerized accounting system, and prepared financial statements. In addition, I have taken all courses required to prepare for the CPA exam next spring.

I would appreciate the opportunity to discuss employment with PricewaterhouseCoopers, and you may call me at 406-555-3333 to arrange an interview at your convenience. Thank you for your consideration.

Sincerely,

(Sign your name here)

Melinda Anderson

Enclosures

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