

### Overview

A cover letter is used when responding to a job announcement or submitting your resume for consideration. A good letter will complement and **concisely** expand upon your resume, communicating your fit with the position and organization.

### Tips

- **Research** the intended recipient thoroughly and understand the breadth of what the organization does (e.g., products, services, and client base) before writing.
- Keep your letter to **1 page**, choosing keywords/phrases to catch the employer's attention.
- Tailor (customize) the letter to each employer, **addressing their name and title**.
- Carefully select what you'll say and how you'll say it. Use the **STAR Method**.

#### FIRST PARAGRAPH

- **Open your letter with a strong sentence**, encouraging the employer to keep reading.
- Indicate who you are and your **reason for writing**, naming the position, company, and where you learned of the position.

#### BODY PARAGRAPH(S)

- Describe your strongest qualifications matching the job requirements (see **job description**) and any unique skills and academic/professional background that make you a perfect fit.
- Include **specific accomplishments** and **results** you have delivered to describe your skills, focusing on outcomes that will help solve the employer's problems.
- Demonstrate how you can **support the organization**.

#### FINAL PARAGRAPH

- State your next step—that you look forward to the opportunity to discuss your qualifications further. **Thank them** and provide contact info.
- Check carefully for grammatical/typing errors. Have someone **proofread** before sending.

## LETTERHEAD

Same as resume/cv heading

## RECIPIENT'S INFO

Hiring manager's name,  
company & address

## SALUTATIONS

Mr./Ms./Mrs./Dr. if known  
OR Hiring Manager  
(avoid *To Whom It May Concern* or *Sir/Madam*)

## FIRST PARAGRAPH

Indicate who you are and  
the reason for writing,  
naming the position,  
company & where you  
learned of the position

## BODY PARAGRAPH(S)

What you offer the  
employer: qualifications  
matching the job  
requirements, unique  
skills or background &  
specific accomplishments  
(#s, %s, increased,  
decreased, improved)

## FINAL PARAGRAPH

State enclosures, share  
next steps, thank them &  
give contact info

## VALEDICTIONS

Include a handwritten  
signature

## Mary Smith

(559) 123-4567 | [mssmith@gmail.com](mailto:mssmith@gmail.com) | [linkedin.com/in/marysmith](https://www.linkedin.com/in/marysmith) | Fresno, CA

September 5, 20XX

Ms. Maria Lopez, [Job Title]  
[Company/Institution Name]  
[Address]  
[City, State, Zip]

Dear Ms. Lopez:

This letter is to share my interest in the [job title] with [Company] as [posted/announced] on [where you heard of the position]. I am a [degree program] major at Fresno Pacific University graduating in [month/year] and am passionate about [passion as it relates to the position]. I share [Company's] vision of [part of their vision]. As a [current/former job title] for [Company], I [something you do related to the vision]. I feel this shared vision makes me a great fit for [Company].

My coursework has equipped me with the knowledge of [classes you have taken]. Additionally, as a [current/former job title] for [Company], I have [specific transferable skills/key qualifications as it relates to the position (see job description) you are applying for].

OR (stronger if you have more relevant experience)

I understand you are seeking a person with [list qualifications from job description that you possess] to fill this position. As a [current/former job title] for [Company], I have [specific transferable skills/key qualifications as it relates to the position (see job description) you are applying for]. Here are a few of my accomplishments while in that role:

- Accomplishment/Result 1
- Accomplishment/Result 2
- Accomplishment/Result 3

Attached [are my application materials/resume]. I welcome the opportunity to meet with you to further discuss my qualifications. Feel free to contact me at [phone #] or [email] if you have any questions or would like to schedule a time to discuss my qualifications. Thank you in advance for your consideration.

Sincerely,

[Handwritten Signature]

Mary Smith

### LETTERHEAD

**Mariah Spencer**  
Kerman, CA | (559) 000-0000  
[Mariah-Spencer@gmail.com](mailto:Mariah-Spencer@gmail.com)  
[linkedin.com/in/MariahSpencer](https://www.linkedin.com/in/MariahSpencer)

March 1, 20XX

### RECIPIENT'S INFO

John Fernandez  
Madera High School  
1902 Howard Rd  
Madera, CA 93637

### SALUTATIONS

Dear John,

### FIRST PARAGRAPH

As a soccer athlete with 2+ years of coaching experience and certification in Cardiopulmonary Resuscitation and First Aid, I enthusiastically share my interest in the Girls' Soccer Assistant Coach position at Madera High School. My internship supervisor, Mr. Larson, recommended that I apply for this role. I'm an outstanding athlete and believe my coaching experience and academics will help athletes reach their full potential and develop sportsmanship, teamwork, and healthy physical fitness.

### BODY PARAGRAPH(S)

As a soccer player, I have demonstrated discipline and teamwork during practice and games, which helped me successfully transition to a disciplined and caring coaching role.

- In my internship, I collaborated with Madera Unified School District coaches to enact comprehensive injury prevention programs, analyzed the athletes' injury reports in the gym to identify ways to prevent injuries, developed education sessions to demonstrate the proper use of gym equipment, and created a buddy system when weightlifting. I coached athletes in technical lifts, proper body mechanics, and the importance of pre- and post-workout. As a result of this practical strength and conditioning implementation, the gym decreased injury reports and increased teamwork among athletes.
- **I am highly adept at building a strong athletic team based on my background as a soccer player and outstanding Kinesiology student.** I have developed practice and game coaching strategies for the soccer City League, monitored and evaluated players' performance during practice and games, coached offense and defense soccer fundamentals, provided strategies to improve performance on ball interception and regaining possession, and established a competitive team to become 2023 champions of the soccer City League.

### FINAL PARAGRAPH

I am passionate about helping students gain athletic skills and team performance. The athletic department and students will gain an assistant coach with interpersonal, communication, and coaching skills. Please contact me at [Mariah-Spencer@gmail.com](mailto:Mariah-Spencer@gmail.com) or (559) 000-0000 as I welcome the invitation to interview. Enclosed are my resume, transcripts, and letters of recommendation. I appreciate your consideration.

### VALEDICTIONS

Sincerely,  
*Mariah Spencer*  
Mariah Spencer