

## RDC Career Services for students

### Cover Letter Development

#### What is a Cover Letter

A Cover Letter is:

- Professional
- Gives you an opportunity to introduce yourself to an employer formally by highlighting how your previous work, volunteer and academic experience meets their hiring needs
- A cover letter should be sent with your resume when applying for a job
- An opportunity for you to make yourself stand out amongst other applicants
- Should follow proper business letter format
- Be sure to tailor your cover letter so that it reflects the language utilized in the job posting

#### Cover Letter (Sample)

Your Name

Your Address (include postal code)

Your Telephone Number

Date (The day you are submitting)

The Name of the Contact, or Human Resources Department

Name of Company

Their Address

Dear (Name of Person or Position Title):

RE: Identify the job by title or posting number

Opening paragraph: State that you are applying for employment, and mention the job title and where you saw the job posting or advertisement.

Second Paragraph: This is referred to as the body of the letter. Answer the advertisement by referring to your background, matching yourself to the skills they are looking for. Mention that your resume is attached for more details.

Third Paragraph: This is your closing paragraph. Thank the employer for their time in reviewing your application for the position you are applying for. Indicate your willingness to meet, use phrases such as “get together” or “meet with you” instead of an interview. Finish with a “call to action” on how you can be best contacted.

Sincerely,

Your Typed Name

Enclosure