



COVER LETTER CHEAT SHEET

****Tailor cover letters to each position/company & format consistently with your resume****

Purpose:

- Your cover letter is your introduction to the employer. It should not be a restatement of your resume, but a document where you can (professionally) elaborate on your experience relevant to the position. Research the company's values, mission statement, and the skills required for the position you are applying for. Utilize the details and vocabulary found in your research on the company throughout your cover letter.

Fast Facts:

- Font - Times New Roman, Calibri, Arial
- Point size - 10-12 point
- Margins - .5" or 1" all the way around
- Use the same header and font as your resume

Thomas G. Clemson
922 Tiger Drive
Clemson, SC 29634

Your current contact info. Should match your resume info/format

February 5, 2018

Date you submit the documents

Mr. Tom Smith
Director of Human Resources
First National Bank
2001 Tiger Boulevard
Clemson, SC 29633

Employer's information. It is extremely important to have the name of whom you're sending your letter; check job description, company website, or call the HR department

Dear Mr. Smith:

Why you are writing. Be clear about what position you are applying for and mention how you heard about it (personal contact, LinkedIn, ClemsonJobLink...). *(First paragraph, approx. 2-3 sentences)*

Briefly describe your knowledge of the company and why you are qualified for the position. Elaborate on your resume with specific examples proving you have the skills the employer is looking for. Be concise and sell yourself without restating what is already on your resume. *(Second paragraph, approx. 3-4 sentences)*

Use this paragraph to show why you are a good fit for the company. Infuse organization-specific information such as mission statement buzzwords, vision statement, goals, current trends... *(Third paragraph, approx. 2-3 sentences)*

Reiterate your interest and thank the employer for their time. Include your contact information and a sentence about how you would like the opportunity to meet and discuss your interest/qualifications further. *(Final paragraph, approx. 2-3 sentences)*

Sincerely,

Add a signature here

Thomas G. Clemson

Add "enclosure" to notify employer that this letter is part of a packet including your resume

Enclosure