

A small green square containing a white leaf icon, identical to the one in the header.

COVER LETTER WRITING

Do I really need a cover letter?

Yes! A cover letter lets the employer know what position you are applying for and why you are a good candidate for the position. This is an opportunity for you to “sell yourself” and get the employer to take a look at your resume.

How long should the cover letter be?

A cover letter is typically one page and includes three to four paragraphs. You want to use your cover letter to highlight your relevant skills and experience that align with the job posting for the position for which you are applying. You do not need to rewrite your resume! Refer to our cover letter guide to see the proper format and what should be included in each paragraph of your cover letter.

Cover Letter Checklist:

- Use the same font and text size as your resume.
- If you are unsure of the contact name for your salutation, use “To the Office of Human Resources.”
- Use a colon after your greeting (NOT a comma).
- Keep your letter brief and professional.
- Be sure to sign the letter if it is a paper copy.
- Your contact information should be included in the final paragraph.
- The letter should be in block format (left justified).
- The letter should be single-spaced except for between paragraphs.
- Tailor each cover letter to the specific job posting.
- Proofread to avoid typos and grammatical errors.