Cover Letters

A cover letter serves as an introduction to who you are and why you would be a good candidate for a position. It complements your resume by giving the employer the highlight of why you would be a good fit for the position; it should not repeat what is already outlined in your resume since the employer will be looking at these two documents together. In addition to highlighting your fit for the position, the cover letter should demonstrate your knowledge about the employer.

Even if an employer does not ask for a cover letter when you are applying for a position, it is still recommended that you submit one. Each cover letter should be customized specifically to each position for which it is submitted and should be formatted like a business letter – even though they are usually asked to be attached to emails or online applications.

Heading
Your cover letter should have the same heading (name and contact information) as is on your resume so that the employer sees these two documents as a pair.

The cover letter should be formatted like a business letter with the employer’s contact information at the top of the letter.

Rachel Rouse, Career Services Associate
Concordia University Wisconsin
12800 North Lake Shore Drive
Mequon, WI 53097

First Paragraph
- State position and company where you are applying.
- Show interest in the position and company by highlighting company research you found.

Middle Paragraph(s)
- Explain how your past experiences make you an ideal candidate.
- Use specific examples to illustrate your qualifications.
- Highlight and elaborate on the most important information in your resume.

Final Paragraph
- Thank employer for considering you for the position.
- Restate your contact information (usually phone number and email address).
- Mention other attachments to the application (resume, references, etc.).

Closing
- Include a salutation and signature. An electronic signature is acceptable.