

TOP 5 TIPS FOR A GREAT COVER LETTER

A cover letter is your chance to use your voice to show how your education, experience, skills and personality fit what the employer wants. Make a good first impression by using these tips!



1. Research.

Why are you applying to this position? What do you like about the company (mission, location, services?)

2. **Connect the Dots.** Use your cover letter as a way to showcase how your education, skills, and experience make you a great person for the position.

3. **Keep it Simple.** Don't get too fancy with formatting, fonts or extras. Keep it to one page.

4. **No Errors!** Consistency in format, font & spacing are important. Make sure to pay attention to grammar and spelling.

5. **Make an Appointment with Career Services.** Stop in, call or email us schedule an appointment.

SAMPLE COVER LETTER

MARCUS SMITH
Msmith334@gmail.com 585-555-1212 Geneva, NY

November 9, 2021

Ms. Veronica Flowers
Accounting Director
XYZ Corp.
123 Maple Avenue
Canandaigua, NY 14424

Dear Ms. Flowers:

It is with great enthusiasm that I am writing to apply for the position of Accounts Payable/Bookkeeper at XYZ Corp. XYZ Corp. has a great reputation as a community partner. I was excited to read about the recent expansion of services at XYZ and the positive impact that will have on your customers as well as the community. It would be my pleasure to bring my skills and experience to XYZ Corp.

As a recent graduate with my associate's degree in Accounting, I have worked with Kwik Books. Currently, I am interning at ABC Company where I work with the bookkeeper and assist in processing invoices in both payables and receivables. I have also developed a report to track past due vendor invoices. Previous to my internship, I have worked in customer service for several years where I have worked front line as well as managed and trained employees.

With my education, experience and excitement for working in the accounting field, I know that I could be an asset to your team. Attached is my resume. I would love to speak with you about how I would contribute to your team. I can be reached at 585-555-1212 or via email at msmith334@gmail.com. Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Marcus Smith

Use your header from your resume to begin your cover letter. It ties them both together and allows a pleasing visual.

Try to find the hiring manager or human resource professional's name to address the letter to. Use LinkedIn or call the company.

If you are not able to find the hiring manager, this should say: Dear Hiring Manager. Use this as the last alternative.

Your first paragraph is the hook. It should include the position you are applying to, a few key skills you bring along with why you are interested in their company. Do your research and find one or two key points about why are you excited to apply to this organization.

Second paragraph is your opportunity to present what skills and experience you have that match what the employer is looking for. If you do not have direct experience in your field, use this opportunity to explain your transferrable skills. Work to tell your story, not repeat the resume, and try to use industry specific words and specifics.

Use the last paragraph to summarize your skills that are most applicable to the position, create a call to action about what you will do next and thank the reader for his/her time.