

Cover Letters

Your resume is your marketing brochure. Your cover letter provides employers with a picture of your accomplishments: education, honors, volunteer and work experience, school activities, computer and language skills related to the position you are applying for. It should be used as an introduction that highlights your key accomplishments and fit for a job or internship opening. The cover letter adds focus to your resume and each cover letter **must** be tailored to each job, each employer. Be sure to thoroughly review the description and be sure to use key words and highlight previous experiences or accomplishments that relate directly to the position. A cover letter tells the employer the type of position you are seeking — and exactly how you are qualify for that position. **Remember in the cover letter, it is important to emphasize the relevant skills you do have and provide examples.**

Cover Letter Checklist

- ❑ Cover letter should be three to four paragraphs.
- ❑ Use concise paragraphs and/or bullet points to highlight pertinent information.
- ❑ Do not copy and paste content from your resume to your cover letter.
- ❑ Address a named individual, i.e. - Dear Ms. Last Name –or Mr. Last Name. If there is no name, use “Dear Hiring Manager.”
- ❑ Demonstrate your interest in the specific company and job-why you want to work there and in that capacity (job or internship) – and that you researched the company.
- ❑ Highlight your specific skills/accomplishments that relate to the job and mirror the job description.
- ❑ Avoid all types of mistakes, including typos, misspellings, and grammatical errors; proofread your cover letter to ensure that it’s free of spelling, grammar, syntax and formatting errors.
- ❑ Avoid starting every sentence with “I” or “my” so you can focus more on the employer’s requirements and not your own?
- ❑ When e-mailing a recruiter or hiring manager directly, use the body of the email to write two to three sentences that introduce yourself and mention to what position you are applying. Include your cover letter and resume as attachments. Do not cut and paste your cover letter into the body of the email.
- ❑ Provide an easy way for employers to contact you, such as a direct phone line and email address.
- ❑ Thank the employer for considering you as a candidate.
- ❑ Have an advisor from the BMCC Center for Career Development, S342 review the cover letter