

Cover Letter Guidelines

Please use the following checklist as a guide for writing and editing your cover letter.

GENERAL	Y/N?
Make a clear statement about what value you will bring to the role.	
Write clearly about your key skills, experiences, and attributes you offer.	
Convey your passion for the University, department, and role.	
Tailor the content throughout, not just in the introduction.	
Provide some information beyond what is found in your resume.	
RESEARCH	
Use specific information from various sources (online research, informational interviews, etc.) to demonstrate your interest and fit with the role.	
Mention individuals you've had <i>meaningful</i> conversations with when appropriate (i.e., informational interviews vs saying that you know someone who knows someone).	
MATCH TO JOB DESCRIPTION	
Draw connections between the job requirements and your skills, experiences, and attributes.	
Use specific examples to show how your attributes align with the role.	
Address the key requirements listed in the job description.	
Translate prior experiences to demonstrate preparedness for the desired role.	
FORMAT	
Do not exceed one page (½ to ¾ of a page is enough).	
Use an 11 or 12 pt font.	
Ensure margins are at least 1" all around.	
Use proper business formatting and spacing.	
Include your contact information and the hiring manager's contact information. if not known use "Dear Hiring Manager" instead.	
Incorporate a good amount of white space.	
WHAT TO AVOID:	
Do not use the same generic cover letter for multiple jobs (customize one for each role).	
Do not have the same skills/experiences in each letter (tailor to the specific job requirements).	
Do not write from the "me" perspective (this focuses on what the opportunity will do for you and doesn't tell the reader what value you bring to their organization).	
Do not restate what is written in your resume. Do not copy and paste your job description into the cover letter either. Your cover letter should not be a list of your past experiences and jobs.	
Do not include spelling errors, jargon, grammatical errors, or other mistakes.	
Do not lack the relevance or level of interest to make the reader want to learn more.	