

# Cover Letter Guidelines

## Your sales pitch and writing sample in one!

Write your cover letter to communicate how you are prepared and fit for the job. While cover letters follow a typical format, you have the opportunity to convey your professional personality with carefully chosen words.

### The Professional Cover Letter

#### Do your homework first

- Get a deeper understanding of the job and the needs and values of the company by researching the company and other similar companies and job descriptions.
- Highlight what you think the company's biggest needs are for this position and state how you can offer them solutions

#### Communicate that you are the perfect fit

- Express your personality through adverbs and adjectives that convey your work ethic, knowledge of the company, and their needs.
- Write one or two examples of your job experiences that demonstrate your qualifications and skills.
- Use the STAR method to convey concise examples of your strengths in action

#### It's your writing sample

- Effectively and concisely demonstrate your writing skills through persuasive and respectful content.
- The cover letter should be close to one half page and in a 10-12pt typeface that matches your resume

#### Double check your work

- Employers are likely to pass over an application with minor grammatical or typing errors such as an incorrect capitalization or misspelling.
- Have a few people review your cover letter. Resources include the Career Development Office, OAR, a mentor, friends or family.

### Cover letter guidelines

#### Addressing the Recipient

- Try to locate the name of the person who will ultimately review your resume

#### Paragraph One

- Introduce yourself and state the position you are applying for and how you heard about the company/position.
- Specifically address why you are interested in the company/position.

#### Paragraph Two

- Highlight aspects of the company that relate to the job description and give two examples of how your unique skills and accomplishments fit their needs.

#### Paragraph Three

- Summarize with a strong closing sentence about your value to the company or restate how you can and want to be of service.
- Provide your contact info and thank the reader for their time and consideration.

#### Additional Resource

<https://www.themuse.com/advice/how-to-write-a-cover-letter-31-tips-you-need-to-know#2f3bf70a-a3c7-4408-b9aa-829dc6fb7e19>

# Cover Letter Sample

**Carson Cougar**

Pittsburgh, PA | (412)-365-1209 | Carson.Cougare@chatham.edu

[Date]

Recipient Name (if unable to identify use Hiring Manager)

Professional Title

Organization Name

Organization Address

Dear Hiring Manager,

I am pleased to submit my application for the Intern Architect position for Strada's Pittsburgh office. I am currently a senior in the Interior Architecture program at Chatham University, and I will be graduating this upcoming May. I am confident that between my education, my passion for architecture and design, and my previous project and internship experience, I would be a great fit at Strada.

During my time as an Architectural Intern with WTW Architects, I gained professional experience not only with various software, such as AutoCAD, Revit and Illustrator, but also in collaborating closely with the design team. I was able to assist with documenting building conditions, but also with conceptualizing various design aspects of several projects. Additionally, as a shadowing intern at an architectural firm in Arizona, I was able to observe first hand a project for a local university. This not only gave me great insight into a particular sector of architecture, but developed my passion for truly understanding client context and needs, something I believe would be greatly beneficial at Strada given their diverse body of clients.

Beyond these experiences, I have worked on several projects, such as the housing design project I worked on during my fourth year studio. Over the course of the semester, I was able to work closely with a local community to assist in developing a housing plan that was sustainable, but also met the needs of the community members.

My experience and training, along with my desire to build and design things that meet community and client needs, would truly enable me to succeed at Strada. I appreciate your consideration, and would welcome the opportunity to talk more during an interview. Please feel free to contact me at 412-365-1209 or Carson.Cougare@chatham.edu.

Best regards,  
Carson Cougar