

# Cover Letter Guide

## General Guidelines:

- Clearly state the position you are applying for and highlight the key skills you have that are most relevant to the position you are applying for.
- Show a bit of your passion and personality as it relates to the company or position you are applying for.
- Explain your connection to the position you are applying for, especially if your background is not a clear match with the position being applied for.

## Recommended Content:

### 1) Contact Information:

Your contact information should match the contact information on your resume.

- Your first and last name
- A phone number you can be reached (preferably a phone with voice mail set up).
- List a professional sounding email address that you check regularly.
- The city and state you live in. (including a street address is optional)

### 2) Salutation:

- Dear Mr./Ms.(if you can get the name of the Hiring Manger include it here or simply state "Hiring Manager" or "Internship Coordinator" as appropriate)

### 3) Opening Paragraph – State the position you are applying for:

- State the exact title of the job you are seeking.
- Include how you became aware of the position.
- Explain why you chose this department, job or company.

### 4) Middle Paragraph – Ties together the employers needs and your skills:

- *Must include:*
  - Write a two or three sentences that summarizes the skills that you have that the employer is looking for. Give specific but brief examples of the tasks that you have used those skills to accomplish. The skills the employer is looking for are listed in the job description.
  - Be professional but not overly formal.
  - This is an opportunity to showcase a bit of your personality with your writing.
- *May include:*
  - Any ideas you have about how you can help the company in this position.
  - A story about how you developed your passion for the company in one or two sentences.
  - Information about any gaps in employment if necessary.
- *Do not:*
  - Write what the position can do for you (i.e. Build skills and experience).
  - Highlight skills or ideas that are not relevant to the position that you are applying for, or that you cannot substantiate with an example.
  - Make apologies for anything you are missing.

### 5) Closing Paragraph – State the next steps:

Thank the employer for his/his her time and consideration. Mention that your resume is attached and that you would like the opportunity to further discuss your qualifications.

**Sample Cover Letter:**

## First Last Name

310.555.1212 | Los Angeles, CA | [First&LastName@gmail.com](mailto:First&LastName@gmail.com)

Dear Hiring Manager,

I am interested in the Bank Teller position that you are currently seeking to fill. I saw this positions advertised on Santa Monica College's College Central Job Portal. I would love to use my experience with sales and customer service to contribute to the continued success of Bank of America.

For two years I have worked with a diverse clientele, providing excellent customer service, and exceeding sales goals. At McDonald's, I was given the responsibility of opening and closing the cash register and tracking daily sales. At the Gap, I always exceeded my daily sales goals. At Saint Ann's I helped promote and organize the annual fund raising event to help support the schools music program. I am currently studying business at Santa Monica College. I believe my ability to handle a high volume of fast paced transactions, and my accomplishments with sales and promotions, in addition to my educational background, make me an excellent candidate for this position.

I have attached my resume for your review and look forward to further discuss my qualifications in person. Thank you for your consideration.

Sincerely,  
*First & Last Name*