

Cover Letter Tips

The cover letter introduces the applicant to the employer. Did you know that many believe the cover letter can be more important than the resume?

Cover letters offer the chance to communicate your relevant skills that would benefit the company. Since your cover letter is often the first impression to the employer, it is essential to take the appropriate time to develop and create a well-written document.



Guidelines To Follow:

- Customize your cover letter for each job.
- Avoid repeating what is on your resume.
- Ask someone to proofread your cover letter.
- Use a simple and easy-to-read font.

Heading

- Include your name, street address, phone number, and email.
- Be sure to add the date of the letter. Example: August 20, 20XX
- Include the employer contact information, including: name, title, company name, and address.

Introduction

- Reference the position and company.
- State how you heard about the position.
- Indicate relevant training, education, or specific skills.

Body

- Sell your skills by providing examples.
- Relate your skills and abilities to the job description.
- Give examples of experiences that demonstrate success.
- Write 3 to 5 sentence paragraphs.

Closing

- Express your desire to discuss the position during an interview.
- Thank the recipient for their consideration, not their time.
- Suggest how the employer may follow up with you to schedule an interview.
- Type your name and include a handwritten or electronic signature (scan and upload).



Cover Letter Tips (continued)

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August 20, 20XX

Addison Public Library
4 Friendship Plaza
Addison, IL 60101

Dear Ms. Rigby,

As a community member and avid reader, I was excited to see the posting of the Library Aide position at the Addison Public Library as advertised on your website. As a current College of DuPage student in the Associate in Applied Science, Library and Information Technology program, and with my experience in customer service, I look forward to the opportunity to support lifelong learning in the community.

During my time at College of DuPage, I have taken many classes related to library procedures, including cataloging and classification. In addition to learning content in the classroom, I was fortunate to partake in a semester long hands-on training experience hosted by the library on the College of DuPage campus. Through the experience, I was able to sort books and return materials back to shelves. I was also able to demonstrate my customer service skills that I have been developing over the past 5 years as a cashier at the local retail store. With my academic training and the different experiences from my past, I believe my skills match the needs outlined in your job posting.

Thank you for your consideration in this opportunity. I look forward to the chance to support the Addison Public Library, build a community around books, and engage in the love of reading. I look forward to discussing this opportunity further. Please feel free to contact me any time by emailing me at csc@cod.edu or calling at (630) 942-2230.

Sincerely,

Justin Sample

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