

# Aims' Career Services LETTERS

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**A Cover Letter introduces you to an employer as a prospective candidate.**

## **What is the purpose?**

- Explains why you are interested in the job
- Summarizes your qualifications
- Provides information not stated in your resume
- Requests an interview

**A cover letter with a proper layout that is well-written will create a positive impression and make the employer want to read the letter.**

## ***Guidelines for an effective Cover Letter:***

1. Address the letter to a specific person. Be sure to be politically correct.
2. Use a business letter format. Print it on the same paper as your resume.
3. Use only standard fonts such as Times New Roman or Arial.
4. Tailor each letter to the specific employer and for the specific position.
5. Open your letter with a strong statement.
6. Keep it short, one page with three to five paragraphs.
7. Emphasize your skills and why you want to work for the organization relative to the job description.
8. Sign your name in black or blue ink.
9. Include the same contact information heading that you used for your resume.
10. **PROOFREAD, PROOFREAD!!**

## **Composing a great cover letter!**

### First Paragraph: Introductory

State your reason for writing—namely, your interest in the job opening. Inform the reader of how you found out about the position. This paragraph should be relatively short and to the point.

### Second Paragraph: “Value-selling”

The purpose of this paragraph is to emphasize how PERFECT you are for the position and how you are a good fit for the company. Company research is vital here. Review the job description and cite achievements and experiences from prior work or related history which complements, but does not repeat, information on your resume. Think, fill in the gaps. Sell yourself and demonstrate enthusiasm for the field that you want to work in.

### Third Paragraph: Action

Indicate your desire to meet with the employer in a polite and professional way. Include a statement that will encourage the reader to respond. Indicate that you will contact them to follow up on your application status within a certain time period. Finally, thank the employer for their time and consideration.

### Sign Off:

Close with, “Sincerely,” Leave space and then type your name. Then sign the letter in blue or black ink.

***PROOFREAD, PROOFREAD, PROOFREAD!!!***