

What is a cover letter?

- Your first opportunity to directly tie your experience to the position requirements and sell yourself.
- Individually written to focus your skills, experiences, and abilities toward that position and employer.
- A complement to your résumé. The two should work together and provide supplemental information.

Cover Letter Structure

Opening Paragraph

- Your first paragraph should describe the purpose of your cover letter. What position are you applying for and where did you learn about it? Briefly introduce yourself and your experience.

Middle Paragraph(s)

- The middle section is the bulk of the cover letter should make the connection between the job description and your résumé for the employer. Use this as an opportunity to provide detailed examples of your qualifications. Make it clear what you have to offer the employer.
- Additionally, demonstrate why you are interested in this particular position and organization. Show knowledge of the employer, their mission, their goals, and an understanding of how you would fit into this role.

Closing Paragraph

- Summarize your qualifications, restate your enthusiasm and interest in the position, and include your preferred contact information along with a future plan of action.
- State your interest in an interview.
- Conclude by thanking the employer for considering you for the position.

Quick Tips

- Focus on the company and what you can do for them, not what they can do for you.
- Use a proper greeting and ensure your letter is addressed to a specific person. If you cannot determine a specific name, use their title as opposed to a generic “To Whom It May Concern”.
- Proofread, proofread, proofread. This is also viewed as a writing sample, the smallest mistakes are critical.
- Don’t be arrogant or presumptuous. Avoid the temptation to declare that you are the best candidate.
- Use the same font style and header as your résumé. The documents should be cohesive and consistent.

Sample Cover Letter

555 Student Lane
Billings, MT 59101

September 2, 2022

Mr. Joe Montana, Director
Human Resources
ABC Accounting
PO Box 5555
Bozeman, MT 59718

Dear Mr. Montana,

Please consider me an applicant for the accountant position that was recently advertised on LinkedIn. I am very interested in ABC Accounting's role in working with small businesses in the Bozeman community; my aunt owns a business there that works with your firm and speaks very highly of the work you do.

As my resume indicates, I have a Bachelor of Science in Business Administration with a focus in accounting from Montana State University Billings. In addition, I have taken all courses required to prepare for the CPA exam this spring. My degree has ensured that I have the academic knowledge to serve as an accountant while my work experience has allowed me to develop attention to detail, critical thinking skills, and problem-solving abilities.

In my three years as a student worker at the university's New Student Services, I maintained a calendar of office visits, managed traffic at the front desk, and answered questions from students, faculty, and staff. In 2019, I won the Student Worker of the Year Award for assisting the office in conjunction with the Office of Financial Aid and Scholarships in developing a booklet for students who wanted to attend college but were unsure they could afford it. This project involved data compilation and interpretation from previous years' records; the booklet is now being used during every new student visit.

I am confident that my knowledge and experience thoroughly qualify me for this position, and I would appreciate the opportunity to discuss employment with ABC Accounting. You may call 406-555-5555 or email me at yourname@gmail.com to schedule an interview at your convenience. Thank you for your consideration.

Sincerely,

Your Signature

Your Name

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