

# **Cover Letters**

**Career Services  
Pitt Community College  
careerservices@email.pittcc.edu**

# Purpose

Allow potential employers to see your writing ability while introducing yourself and your resume

# Formatting

- Keep to one page between 3-5 paragraphs
- Use 11-12 point font
- Set up like a typical business form letter
- Match the font to your resume
- Resume paper

# Your Contact Information

Address, city, state, zip, and date

1200 Sterling Street  
Greenville, NC 27858

March 17, 2010

# Employer's Contact Information

name, title

Organization's name

address, city, state, and zip

Re:

Ms. Patty Patrick, Director of Human Resources

SPX Elementary School

17 North Shore Road

Gold, AK 28954

Re: Teaching Fellowship

# Formal Salutation

- Dear Mr. (Ms., Dr.) insert last name
  - If in doubt of gender, call Human Resources
  - If no name included in job posting, call to get information – will set you apart!

# Paragraph #1

- Explain why you're writing to the employer
  - How did you hear about the job
  - What's your education background
  - Why do you think you'd be a good fit for the organization?



# Paragraph #2

- Show through examples why you're a good fit and why they should interview you.
  - Pick 2 experiences that highlight some of your greatest qualifications and show how they relate to the employers' needs
  - Use the STAR technique to describe a skill or experience so that the employer gets a better description (S=situation T=task A=action R=result)



# Paragraph #3

- Wrap up and identify the next steps
  - Reiterate interest in the position
  - Show how you intend to follow up
  - Include your contact information here
  - Close with “Sincerely” and your name typed with a space to sign
  - Enclosure(s): Resume, etc.

**QUESTIONS?**