

Cover Letter Overview

A cover letter is a one-page document meant to complement your resume and explain relevant key achievements. The main purpose of a cover letter is to convince a recruiter or hiring manager to send your resume higher up the chain.

- Consists of an intro, middle, and concluding paragraph.
- Contains no spelling or grammar errors
- Show what you can do for the company (not the other way around)
- Expands on what is already on your resume

Cover letters are important for several reasons:

1. Introduction and Personalization
2. Showcasing Skills and Qualifications
3. Addressing Gaps or Special Circumstances
4. Expressing Enthusiasm and Motivation
5. Differentiating Yourself
6. Demonstrating Attention to Detail

With cover letters...

You can tell your career story.
You can show your personality.
You can highlight specific skills.

Additional Tips:

- Keep the cover letter concise, typically not exceeding one page.
- Use a clean and professional format with consistent font and spacing.
- Tailor the cover letter for the specific job and company, addressing the company's needs and your unique qualifications.

Remember:

*Cover letters allow you to make a strong case for why
you should be considered for a job.*

*They provide an opportunity to present yourself as a qualified and motivated candidate, while also
showcasing your communication skills and professionalism.*

Cover Letter Continued...

Introduction/Hook:

- Greeting: Start with a professional salutation, addressing the hiring manager or relevant contact by name if possible.
- Express enthusiasm for the position and briefly mention where you found the job posting.
- Provide a short intro – include the job you are applying for and why you are excited to apply:

“Dear Hiring Committee,

I am applying for the Career Peer Coach position I saw on AZ Pipeline. I am currently a freshman majoring in General Business at South Mountain Community College. Based on my experience as a mentor in high school, I share a genuine interest in helping students and would like to continue being a resource for students.”

Middle/Body Paragraphs:

Professional Background:

- Explain and share how your education and specific experiences relate to the job requirements.

Skills, Qualifications, and Company Fit:

- Highlight and discuss how your key experiences, roles, and achievements make you a strong fit for the position.
- Explain why you are interested in working for the company and how your values align with theirs.

“As a mentor in high school, I maintained a positive and professional demeanor when interacting with students and parents. I implemented mentoring principles I learned from the Cactus Mentor-to-Peer Training. In addition, I built strong relationships with students, parents, teachers and staff through my enthusiasm and ability to interact effectively. I am passionate about this kind of work and believe my values align perfectly with your Career Services Center goals.”

Conclusion/Closing:

- End with a short wrap up by thanking the employer and conveying enthusiasm to further discuss the position.
- Reiterate your strong fit for the position.
- Use a professional closing, such as "Sincerely" or "Best Regards".
- Sign off with your full name.

"Thank you for your time and consideration. I hope my skills, experiences, and passion for serving demonstrate I am a perfect fit for this role. I look forward to further discussing my skills and how I can be an asset to the Career Peer Coach Position. I can be reached at 678-555-2424 or cougie@smcc.edu.

Sincerely,

Cougie Mountain”

Sample Cover Letter

Cougie Mountain
2020 South Mountain Ave
Phoenix, AZ 85041
Date

Hiring Committee
Department of Career Services
South Mountain Community College
7050 S 24th St
Phoenix, AZ 85042

Dear Hiring Committee,

I am applying for the Career Peer Coach position I saw on AZ Pipeline. I am currently a freshman majoring in General Business at South Mountain Community College. Based on my experience as a mentor in high school, I share a genuine interest in helping students and would like to continue being a resource for students.

As a mentor in high school, I maintained a positive and professional demeanor when interacting with students and parents. I implemented mentoring principles I learned from the Cactus Mentor-to-Peer Training. In addition, I built strong relationships with students, parents, teachers and staff through my enthusiasm and ability to interact effectively. I am passionate about this kind of work and believe my values align perfectly with your Career Services Center goals.

Thank you for your time and consideration. I hope my skills, experiences, and passion for serving demonstrate I am a perfect fit for this role. I look forward to further discussing my skills and how I can be an asset to the Career Peer Coach Position. I can be reached at 678-555-2424 or cougie@smcc.edu.

Sincerely,

Cougie Mountain

Blank Sample Cover Letter

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Date]

[Employer's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position as advertised on [where you found the job posting]. With a strong background in career resource support and a passion for assisting individuals in achieving their professional goals, I am confident in my ability to contribute effectively to your team.

In my previous role as a [Your Previous Job Title] at [Your Previous Company], I [highlight a relevant achievement or responsibility that demonstrates your skills]. This experience equipped me with a solid foundation in career counseling, resource development, and proactive support. I am particularly impressed by [Company Name]'s commitment to [mention a specific aspect of the company's mission, values, or achievements], and I am eager to contribute to your team's success.

I am drawn to [Company Name] because of its reputation for [mention a specific aspect of the company that you admire]. I am excited about the opportunity to contribute to your team and continue my career in an organization that values [specific values or qualities important to the company]. Enclosed is my resume, which provides further details about my professional background. I am eager to discuss how my skills and experiences align with the needs of [Company Name]. Thank you for considering my application.

I look forward to the possibility of an interview to discuss how I can contribute to the success of [Company Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule a meeting.

Thank you for your time and consideration.

Sincerely,

[Your Full Name]

Remember: Customize the cover letter for each application by incorporating specific details about the company and the job requirements. Tailoring your cover letter helps demonstrate your genuine interest and fit for the position.