

Anatomy of a Cover Letter







Purpose of a Cover Letter




Cover letters are an opportunity to introduce yourself, express interest in an available position, and expand on your skills, experience, and qualifications that make you an eligible interview candidate. Information in your cover letter should be expanded information from your resume.



Cover Letter Tips

-  If you were referred to this job by a current or past employee mention that within the first paragraph.
-  Match your typeface to your resume. The consistency of documents is professional and leaves an impression.
-  Adapt a cover letter for each position. Like a resume, this document should be tailored.
-  Keep your cover letter to one page and be concise.

When writing your letter...

-  Proofread your document for spelling and grammar errors. *Using spellcheck is not always reliable!*
-  Address an individual. If you are not able to address a specific person, address the hiring manager.
-  Express your appreciation for the consideration of your application. *Kindness will make an impression!*



Cover Letter Layout

Insert Resume Header

Date

Employer Name

Title

Company

Street Address

City, State, Zip Code

Dear (address specific person, or the hiring committee),

Opening Paragraph

State your purpose and identify your interest in the available position. Include the title of the position, how you heard about the position, and if you were recommended for the position. This paragraph is an opportunity to captivate the employer and demonstrate knowledge about the position and the organization. This paragraph should be no more than 4 sentences - *keep it brief!*

Middle Paragraph

Express your interest in the job and company while highlighting your experience, skills, and experience that make you a viable candidate. Target 1-3 skills from your resume and match them to requirements from employer for the available position. Demonstrate in this section why you are a good match for this position. This is the largest section of your cover letter and can vary from 1-2 paragraphs.

Closing Paragraph

Reiterate your excitement and interest for the position. Thank the reader for consideration of your document and express your enthusiasm for further discussions regarding your qualifications. You may include next steps for contacting you and contact information.

Sincerely,

{Your Signature - scanned signature},

{Your Signature - typed signature},

Cover Letter Example

JAMIE JONES

Charles Town, WV (123) 456-7890 jjones@email.com

Month XX, 2022

Hiring Manager
USA Agency
111 West Street
Any Town, State 00000

Dear Hiring Manager:

Throughout my 10 years of military experience, I demonstrated an exceptional success rate for reworking and negotiating government contracts on behalf of the U.S. Marine Corps, and I would like to bring that success with me to USA Agency in the position of Contract Specialist II position at Naval Station Norfolk.

Using in-depth pricing- and cost-analysis techniques, while considering multiple factors and processes, I routinely made recommendations to upper management within the Marine Corps regarding contracts and providers, oftentimes saving over 10% on the original contract price.

Additionally, while working as a quality assurance representative, I coordinated with many vendors both within the US and overseas to synchronize the timely arrival of materials and parts needed throughout the lifecycle of numerous multi-million-dollar projects, so I am familiar with the pacing and communication needed to help keep USA Agency running smoothly and within budget.

Recently, I completed my BA in Government Contracting and Acquisition from American Military University, where I examined and researched many topics important to government contract applications, ethics, audits, and negotiations, which has helped support and expand the experience I have gained during my time in the service.

I am confident that this combination of recent education and years of experience will help me be of unique value to USA Agency in the Contract Specialist II role and I look forward to discussing how I may contribute to your mission. I can be reached at (123) 456-7890 at your earliest convenience.

Thank you for your time and consideration.

Sincerely,



Jamie Jones