



Purpose: A cover letter offers an introduction to a potential employer, highlighting your qualifications and interest. A resume focuses on skills and work experience. The cover letter provides insight into your hard and soft skills, attitude, and motivations. Employers may review cover letters to assess how well you align with their company culture and how you can apply your experience to meet the job's requirements. An effective cover letter connects your career goals with the company's values.

Parts of a cover letter:

1. **Header (same as resume):** Your name, city, state (no street address), email address and phone number
2. Employer name and address
3. **Greeting:** Use actual name if possible or Dear Hiring Manager
4. **Opening paragraph:** Write an eye-catching opening paragraph. Mention who you are, why you're applying, and a standout achievement to raise interest.
5. **Body (1-3 paragraphs):** Explain what you've been doing that makes you a good fit. Use specific examples. Provide details on your skills, achievements, and qualifications. Make sure to convey your enthusiasm throughout your whole cover letter. It's important to highlight your most relevant experience, skills, and qualifications for the job.
6. **Final paragraph:** Include any details not already shared. State how you are looking forward to hearing from them and thank them for their consideration.
7. **Professional sign-off:** Finish with "sincerely" and add your name.

Tips:

1. Research the company and include relevant details.
2. Have a strong opening statement that makes clear why you want the job and what you bring to the table.
3. Be succinct — keep the cover letter on one page.
4. Share an accomplishment that shows you can address the challenges the employer is facing.

Avoid:

1. Trying to be funny — too often it falls flat.
2. Sending a generic cover letter — customize each one for the specific job.
3. Going overboard with flattery — be professional and mature.

For additional support, please email me (Rick Kraus) at krausr@hutchcc.edu or call (620) 728-4464 to set up a time for us to visit.