



**Purpose:** A cover letter offers an opportunity to include important details not referenced on your resume, highlighting additional qualifications and interest. Use the job description and company research as a basis for content. Be succinct - keep the cover letter on one page, using font size 11.

**Parts of a cover letter:**

1. Header (same as resume)
2. Employer name and address
3. Greeting: Use actual name if possible or "Dear Hiring Manager"
4. Opening paragraph: Include who you are (recent key background), what position you're applying for, and why you're interested.
5. Body (1 paragraph): Explain what you've been doing that makes you a good fit. Use specific examples and data where possible. Provide details on your skills, achievements, and qualifications as related to the job description.
6. Final paragraph: Express enthusiasm toward the business and position, 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.

**Using AI:**

1. Create an initial draft. Included as many details as possible in the prompt. Once you have the draft add your voice, customize the letter using the company's name, mission and goals, and insert your own stats and highlights.
2. Editing- If the cover letter or a paragraph is too long, ask AI to make it more concise. AI can also check grammar, rewrite a paragraph to be more enthusiastic or add a professional tone.
3. Paste the cover letter and ask AI to serve as a hiring share what's missing in the cover letter.
4. Paste the cover letter and the job description and ask AI to check for alignment between the cover letter and the key qualifications/responsibilities listed in the job description.

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