



SouthHills

School of Business & Technology



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Cover Letters

1. Remember that your cover letter should include three parts.
 - a. The first paragraph in the introduction. In this paragraph you should state the job or position you are seeking.
 - b. The second paragraph describes you.
 - c. The third, or closing, paragraph is where you offer contact information.
2. Do not address a cover letter to a generic person, such as “Dear Hiring Manager”. Go to the extra trouble to find out who the hiring manager is and how to spell his or her name.
3. When writing your cover letter, try to assume the role of the hiring manager. Imagine what he or she is looking for in an employee and then put it into words.
4. Don’t try to list everything in your cover letter that you have on your resume, but rather a highlight of two or three things you feel are most important to this particular position.
5. Be descriptive and genuine. Your cover letter is a tool to get you in the door. Do you sound like someone YOU would go to lunch with?
6. Wrap up your cover letter with a promise to follow-up and make sure that you do it!
7. Proofread your document, and then get someone else to proofread your document. Sometimes others can pick up on things that you have missed.