

# CREATING A COVER LETTER



MINNESOTA STATE  
UNIVERSITY, MANKATO  
CAREER DEVELOPMENT  
CENTER

## Creating a Cover Letter:

Writing a cover letter can seem intimidating when you first start, but by understanding the different components you will find that it can be an easy process.

## Formatting:

Starting up your cover letter, you will first add a header the top of your cover letter. This should be the same header that you use on your resume to have consistency throughout your application materials.

Next, a cover letter should have the date that you are writing. Month day, year is a common format to follow.

Then, you will add the contact information of whom the cover letter is for. If you were not given a direct contact, then you can address it to "Human Resources" or you can just start with the Organization Name.

## Examples:

Name of person you are writing to  
Title of their position  
Organization Name  
Street Address of Organization  
City, State Zip code

Organization Name  
Street Address of Organization  
City, State Zip code

Finally, you will address your letter. Address your letter to a specific person whenever possible, but if you do not have that information, "Dear Hiring Manager:", "Dear Hiring Committee:", or "Dear Human Resources:" are also appropriate. If you are not sure of the contact person's preferred gender prefix, omitting "Mr./Ms./Mrs." and just using their first and last name is best practice. Prefixes are no longer expected and can come across dated. *Note:* In formal writing, you will use a colon ':' instead of a comma.

**NAME NAME**

email@gmail.com • (pho)ne- number

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June 5, 2020

Career Development Center  
209 Wigley Administration  
Mankato, MN 56001

Dear Hiring Committee:

## Writing the Cover Letter:

**Opening Paragraph:** The goal here is to spark interest in the reader. Tell why you are writing. Name the position, field, or general area about which you are applying. Tell how you learned of the opening or organization. Share why you are interested in the specific position or organization; be specific.

**Middle Paragraph:** The goal here is to promote your value. Refer to your specific degree (instead of your major) and graduation date. Using the job posting as a guide, mention two or three of your qualifications that would be of interest to the employer and **be sure to illustrate the relationship between your skills/experiences and the position for which you are applying.**

**Additional Paragraph(s):** If you need to add additional supporting paragraphs, not specific experiences such as: clinicals, internships, job shadows, achievements, and projects that are related to the position.

**Closing paragraph:** The goal here is to show appreciation and focus on next steps. Refer the reader to the enclosed application or resume. List a phone number or email address where you can be best reached. Make sure your closing ends on a positive note by thanking the reader for consideration of your application. Let the employer know you are looking to hear from them soon.

**Signature:** Use a signature line and sign off with your name.