

HOW TO BUILD A COVER LETTER



1. Identify Correct Contact

Identify the correct contact, usually the manager or hiring supervisor of the position you are applying to, and address the letter to them.

2. Layout & Body

- Use a simple, yet professional layout and write no more than one page.
- Consider 3 paragraphs: introduction, explanation of relevant skills, & closing.
- Use an interesting introduction that demonstrates your interest in the role. Include your experiences, skills or areas of study.

3. Use the STAR Method to guide your examples

- Situation - Describe the situation you were in (previous job/volunteer role)
- Task - Outline what was required or assigned to you. Be specific!
- Action - Describe the action you specifically took in order to complete that task.
- Result - Mention the result or outcome of the task(s) completed. Show impact!

4. Closing

- Wrap up your letter and thank the reader for considering your application.
- Reassert your interest in the position and be sure to sign with your full name and contact info.

5. Additional Tips

Click [here](#) for more information about cover letters, and [check out this article in the Handshake resource library](#) for more helpful samples.



Pro tip: Tailor each cover letter to the role you are seeking! Reach out to CCEC for more help!