

THE PREPARY

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WRITING STRONG COVER LETTERS

Writing cover letters can be daunting because they are so open-ended. When you really strip it down past the fluff and formalities, there are only three things that you really need to share in a compelling cover letter:

1. *That you fully understand what the job entails*
2. *That your past experiences and unique skills would enable you to do that job (really, really well)*
3. *That you actually care about doing the job at the company you're applying to - and took the time to learn a bit about them*

ADDITIONAL TIPS

1. *Keep your cover letter on one page or less*
2. *If you don't know the hiring manager's name you can begin your cover letter with "Dear [company name] team,"*
3. *Make your document header the same as the one on your resume - and keep fonts and styles consistent*
4. *Always customize to both the company and role - generic cover letters have zero impact!*
5. *Unless asked, you don't need to share your salary history, references, or any other logistical information in a cover letter*

COVER LETTER TEMPLATE

Dear **[company name]** team,

I am reaching out to express interest in the **[job title]** role which I found out about from **[where you found out]**. I am a **[describe yourself]** and I am currently looking for new opportunities in the **[describe industry or type of work]**.

After reading through the job description, I know you are looking for someone who can **[summarize key themes from the job description]** and I feel like my past experiences and skills would make me a great fit for the role. In my role as a **[title]** at **[company]** I **[add in relevant experience and elaborate on details and results]**. In addition I have experience with **[x, y, and z]**. **[Elaborate more on those projects here]**.

I am excited to apply for a role like this one at **[company]** because of **[why you want to work at company]**. **[elaborate on what you know about the company and why it makes you want to work there in 1-2 more lines]**.

Thank you for your consideration and I look forward to hearing from you.

Best,
you

NOTE: THE MORE CUSTOMIZED YOUR COVER LETTER IS, THE BETTER IT WILL BE. PEOPLE WANT TO HIRE PEOPLE, NOT ROBOTS!

