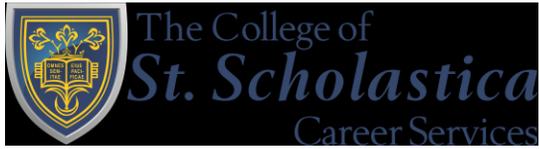The College of
St. Scholastica
Career Services

Call or stop by to make an appointment!

Css.edu/Careers
(218) 723-6085, T2150

COVER LETTERS

Employers use cover letters to assess your writing skills, communication skills, professionalism, attention to detail, & knowledge of and passion for the job and company. **FIRST** complete these steps, **then** e-mail your cover letter to **Careers@css.edu** for edits.

RESEARCH	☐ Thoroughly review the website of the company you are considering applying to and identify their values and unique qualities. ☐ Carefully read the job description and highlight or underline the top qualities, traits and skills that they are looking for in a candidate.
OUTLINE	☐ Create a unique cover letter for each job you apply for. DO NOT COPY AND PASTE FROM ONE TO ANOTHER. ☐ Before you write the letter, start by outlining your key points and what information you would like to include – this will help keep you focused.
FORMAT	☐ Format as a proper business letter. The text is flush left, single spaced, with a space between paragraphs. 1 page, 3 paragraphs and 10 sentences long. ☐ Keep it concise, it will not be read if it is too long.
CONTACT INFORMATION	☐ Use the same header format that you use on your resume (your own personal letterhead) OR align your contact information to the top left. Your email address should be appropriate and professional, if included. ☐ Include the full date. ☐ Address the letter to a specific individual or individuals within the organization if possible. (Use "Hiring Manager", "Hiring Committee", or "To Whom it May Concern", if you do not know individuals name). ☐ Begin with a proper salutation "Dear Mr/Mrs/Miss _____"
PARAGRAPH ONE	☐ Explain your purpose in writing the cover letter. ☐ Identify the position you are applying for. Be specific about your interest in/passion for that particular role and that particular company. ☐ If relevant, list how you learned of the position and who referred you. ☐ Show your enthusiasm about this specific company and why you are excited about this specific job.
PARAGRAPH TWO	☐ Show your passion and describe concrete in-depth experiences that make you qualified for the role you are applying for. ☐ Don't regurgitate information that can be found on your resume. ☐ Do not try to tell your whole life story. ☐ Keep it relevant and work-centered/employer-centered, not self-centered.
PARAGRAPH THREE	☐ Restate your interest and explain why you are a good FIT for that particular role at that particular company. ☐ Thank the employer for their time and/or consideration. ☐ Indicate your enthusiasm and interest in speaking with them further or setting up a time to meet in person.

PROOFREAD	☐ Make sure that your cover letter is well written and error free. ☐ Give it to 3 separate people to edit. ☐ Email to careers@css.edu for edits or make an appointment to see a career counselor (218-723-6085) for a final review before submitting.
FINAL STEP	☐ Save it as a PDF to ensure your formatting is preserved!
ADDITIONAL RESOURCES	☐ Read the Cover Letter section of the Job Search Handbook, including the example cover letters provided. ☐ Visit the Job Skills Intern for assistance, email cprovost@css.edu or ☐ Visit the Writing Center in T2121 for writing assistance.