



Cover Letter Guide

The Master's University | Career Services

Cover Letter Guide

OBJECTIVES

Specific | Your cover letter should be unique to your experience and tailored to the position you are applying for. Do not upload the same cover letter to each application you submit and do not use a template.

Qualified | While your resume is a snapshot of your experience, your cover letter should tell the story behind it. Share your accomplishments, skills, and passions related to your line of work.

Interested | At the end of your cover letter, be sure to express your desire to interview and discuss the position further. Provide your contact information for the hiring manager to follow up with you.

BEFORE YOU BEGIN

- Research the company and familiarize yourself with its mission, goals, and values.
- Study the job description.
- Focus on the qualifications and skills the employer is looking for and create a list of your relevant experience and strengths.

Do I always need a cover letter?

Some job applications will not ask for a cover letter, but it is still important to submit one. A well-written and personalized cover letter shares your story and highlights your qualifications. If there is no cover letter option on the application, attach it as the first page of your resume.

FORMAT

- One page
- Concise narrative style
- Same heading as the resume.

HEADER

If you do not know who will receive the letter, replace this line with the company name

John Smith
(661) 362-2351 | jsmith@email.com

Same heading as resume.

Date

Mr. Douglas Jones
Personal Director
Johnson Tax Services
123 Adams Street
Santa Clarita, CA

Address of the company in the upper left:
date, name of contact, title, company,
address, city, state, and zip code

Begin with Dear Mr./Mrs./Ms., or "Dear Hiring Manager" if you cannot find a contact to address the letter to

Dear Mr. Jones

Break up sections with a single blank line.

FOOTER

Sincerely,

John Smith
John Smith

A handwritten signature adds a personal touch

CONTENT

Introductory Paragraph | Specific

- Keep it short. Your intro should only be about 3 sentences long.
- The opening paragraph sets the tone for the rest of the letter.
- Introduce yourself [and if you have a personal connection, explain how you heard about the position].
- State the position you are applying for and demonstrate an understanding of its unique role in the company.
- Express your interest in the position and the company. Share your passion and enthusiasm for this type of work, why it matters to you, or what initiated your interest.
- Identify something specific about the company that attracts you. Be familiar with their mission statement and values.
- Questions to Ask Yourself:
 - Why are you interested in this job, or working for this company?
 - Is it related to your major, or an industry or type of job you are interested in pursuing after college?
 - What is a specific value of this company that you can relate to?
 - What are specific responsibilities of the job description that interest you?

Middle Paragraph | Qualified

- Expand on why you are qualified for the position. Share your relevant skills, passions, education, and experience, and a few accomplishments that demonstrate your relevant skills.
- Explain the connection between the company's needs and the skills you can bring to the job.
- Do not forget to emphasize your eagerness to learn and highlight a specific aspect of the job that you would look forward to growing in.
- Questions to Ask Yourself:
 - What personal accomplishments would be relevant to this job?
 - What experiences, skills, or perspectives are you able to bring to the team?
 - What is a specific aspect of the job that your skills are especially suited to?
 - What are you hoping to learn if you get this job?

Closing Paragraph | Interested

- Make it clear that you are awaiting a response. Share that you look forward to hearing back soon and are excited by this opportunity.
- End with a warm close and add a handwritten signature.

Sample Cover Letter

John Smith

(661) 362-2351 | jsmith@email.com

Date

Mr. Douglas Jones
Chief Financial Officer
Johnson Tax Services
123 Adams Street
Santa Clarita, CA 12345

Dear Mr. Jones,

It was a privilege to meet you and your team last week at The Master's University Career Fair. Our conversation about the financial industry was very informative, and it was great to learn more about what Johnson Tax Services has to offer as a company. I was particularly impressed by your commitment to developing relationships with your clients, as it seems this is so often overlooked in more technical professions such as finance. As we discussed, I was already aware of the accounting position at Johnson Tax Services; however, our conversation confirmed my interest in the role.

I understand that you are seeking a candidate who can demonstrate both interpersonal professionalism and technical expertise as an accountant. I believe my experience in the finance industry, combined with my background in customer service, has uniquely prepared me for such a role. As an intern at Gavin's Audit Services, I have been able to put into practice the skills I was taught as a Finance major at The Master's University. Additionally, as a team member at Target, I learned the critical importance of exceptional customer service. Every day provided a unique set of challenges that required patience, critical thinking, and clear communication, helping me to develop interpersonal skills.

I am grateful for the opportunity to apply for the accounting position at Johnson Tax services and look forward to hearing from you soon.

Best Regards,



John Smith

John Smith

(661) 362-2351 | jsmith@email.com

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Chief Financial Officer
Johnson Tax Services
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Santa Clarita, CA 12345

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