

# CAREER SERVICES

## Cover Letter Guide



**CAREER SERVICES**  
Mahoney Library  
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**Saint  
Elizabeth  
University**

# Saint Elizabeth University – Cover Letter Guide

## FIRST AND LAST NAME

Phone: (000) 000-0000 | Email: user@email.com  
Customized LinkedIn Profile URL

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Month DD, YYYY

Contact's Full Name

Contact's Title

Company/Organization Name

Street Address/PO Box Number

City, State ZIP Code

Dear (Mr., Ms., or Dr.) Full Name or Hiring Manager:

### **Paragraph 1: The Hook**

Catch the reader's attention with a strong first sentence. State what it is about the role, organization, or mission statement that attracts you. Explicitly name the position you are applying for and how you learned of the opportunity. Your goal is to show immediate alignment with their values.

### **Paragraph 2: The Evidence**

Tell your story by highlighting the most significant information the employer will find in your resume. Connect your training, education, and specific projects directly to the requirements of the job. Do not repeat your resume verbatim; instead, expand on 2–3 qualifications using concrete examples and results to prove your impact.

### **Paragraph 3: The Call to Action**

Close the letter with a call to action, ask for the interview! Indicate your plan for follow-up or invite them to contact you to discuss your qualifications in detail. Provide the best way to reach you and express sincere gratitude for their consideration.

Sincerely,

Your Full Name

***TIP: Keep the cover letter to one page and between 3–5 paragraphs.***



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## Formatting Tips:

- Clean, legible, font in 10-12 pt. size
- Single spaced, add one space between paragraphs
- Print on white or neutral paper
- File name ex: FullName\_Application.docx
- .5” – 1” Margins
- Spell check and reread

## Cover Letter Tips:

1. A cover letter is a document that accompanies your resume for the purpose of persuading the reader to offer you an interview. Be strategic about what to include as the general recommendation is to keep this to one page in length.
2. You have the agency to determine what you include and what to omit from your cover letter. However, consider whether you are including information that would create bias or discrimination, such as mentioning your political or religious affiliations. Is there a different way to present that information, or can you remove it entirely? This is about how you want to present yourself to employers, and that is ultimately up to you.
3. Writing a cover letter is an opportunity to demonstrate career competencies that are valued by employers, such as written communication and self-reflection. Take the time to think about the unique strengths you bring and be sure to proofread for clarity and errors.
4. It's important to consider what the company values and demonstrate how you have what they're looking for. Analyze the job description to see what duties or qualifications seem most prominent for the role. These might be repeated words or phrases. The company website may also give clues about what the company values.
5. We recommend tailoring your cover letter for every position you apply for. This means customizing the examples and language to the specific job instead of using a generic one-size-fits-all approach.

## Career Services

Mahoney Library – A Wing – Room 107

[Acorsillo@steu.edu](mailto:Acorsillo@steu.edu)

*Hours: M-F: 8:30 am – 4:30 pm*

*Summer Hours: M-Th: 8:30 am – 4:30 pm*

