

Cover Letter Guide

A cover letter explains your interest in the position and how your skills and experience make you a good fit. It should **not** be all the same information found on your resume.

A Cover Letter should be:

- **Concise**
 - In 3-4 paragraphs you must: introduce yourself, explain how you learned of the opportunity, and connect relevant skills to the requirements of the job.
- **Clear**
 - Explain your qualifications in words that reflect what the employer is looking for in a candidate.
- **Convincing**
 - Articulate the connection of the job description and sell your skills; Why should the employer hire you? A recruiter will decide based on your cover letter and resume combination.

Cover Letter Breakdown:

First Paragraph

Explain why you are writing the letter, the position you are applying for (include the job number, if applicable), who you are, how you heard about the position and if someone referred you.

Second Paragraph (and Third Paragraph, if needed)

Connect your experiences to the qualification they are looking for. Use examples and provide details of what you did previously to meet that qualification. Present the most relevant information you want the employer to consider.

Final Paragraph

Wrap it up and let the employer know you appreciate their time. Also, provide them the best way to reach you. Make sure to thank them and indicate that your resume is attached for their consideration.

General Tips

- **Use the job description as a guide**
 - Match words in the job description to those in your cover letter and resume.
 - For example: if communication skills is a requirement, discuss what communication skills you have and where you used them.
- **Do not copy and paste content from your resume to your cover letter**
 - The cover letter allows you the opportunity to share your interests and accomplishments.
- **Do not be forward in requesting an interview**
 - You can mention you are available to discuss your qualifications further.
- **Keep to one page (no more than 3-4 paragraphs)**
 - Just like your resume, quality or quantity
- **When emailing a recruiter directly, use your cover letter as the body of the email and attach your resume**

Cover Letter Checklist

- Find out to whom the resume/cover letter package is going. If you do not know, address cover letter to the Hiring Manager. Do not use "To Whom It May Concern."
- Verify words and action verbs in your cover letter reflect those in the job description.
- Double check grammar, spelling, and punctuation errors.
- Always be professional

For more information on the Career Education & Professional Development Center, please go to <https://nazariancareers.csun.edu/>.

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Cover Letter Sample

Matty Matador

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January 5, 2022

Dear Mr. Johnson,

I am very interested in the Associate position (Job Number: 34567) at ABCBE Enterprises that was advertised on Handshake. I will be completing my BSBA in Management at California State University, Northridge this coming May and I believe I would be a great candidate for the position.

With my knowledge from business classes, I will be able to apply the learned concepts to benefit the different programs of the company. In the Small Business Consulting class, I worked in a team to help a startup business with their marketing plan. From that experience, I learned different strategies to approach various customers. I will be able to work with the other associates and creatively strategize ways to continue growth in the most efficient way.

As a business student, I actively seek for a creative and challenging working experience. I am eager to be a part of the ABCDE Enterprises and be a part of a company that actively creates opportunities. In addition to my small business consulting experience, my participation in the CSUN Latino Business Association has heightened my sense of dedication and time management. These skills, I feel, have adequately prepared me to be a contributing member of your organization.

I would like to have the opportunity to discuss my qualifications with you in person. Thank you for your time and consideration.

Sincerely,

Matty Matador

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