

✓ COVER LETTER CHECKLIST

Developing a strong letter can increase your chances for being selected for an interview

UNDERSTANDING COVER LETTERS

- ☐ One page formal business letter format (Not always required)
- ☐ Answers the questions: *Why are you a great fit for this job? How can you benefit the company?*
- ☐ Adds context to your resume
- ☐ Use same font as resume
- ☐ Demonstrates your writing abilities
- ☐ Use as an opportunity to share more about yourself that supports the content in the resume

HEADER

- ☐ Date (M/D/YYYY)
- ☐ Your contact info (first name, last name, City, State, professional email, phone number)
- ☐ Employer contact info (first name, last name, job title/department, company address)

INTRO PARAGRAPH - *What do you like about the company?*

- ☐ Dear (Hiring Managers' Name or Hiring Manager for the _____ Position). Address actual person, not 'To Whom it May Concern'
- ☐ Begin with statement of where you became aware of position
- ☐ Align your experience to the role (direct experience, skills, population, environment, etc.) and demonstrate enthusiasm in the statement
- ☐ Include statement that aligns company values, mission, vision, company culture, etc.
- ☐ Make sure first paragraph generates curiosity for the hiring manager to want to read more

BODY PARAGRAPH - *Why should they pick you?*

- ☐ Align most relevant aspects of your experience and background that make you a great fit for the position
- ☐ Connect content from resume, don't just repeat it
- ☐ Include relevant experiences and how you contributed to the success of outcome
- ☐ Outline for body paragraph for entry level could be:
 - i) Degree - Relevant Coursework/Projects
 - ii) Experience - internships, part time jobs, volunteer work, etc.
 - iii) Key skill development-NACE Career Competencies
 - iv) Outcomes-Results you will bring to the position

SUMMARIZING PARAGRAPH - *Invite them to interview you*

- ☐ Summarize your interest and suggest the next steps for proceeding with the application
- ☐ Express interest in discussing the position or scheduling an interview
- ☐ Thank the hiring manager for taking the time to review your application
- ☐ Sign off with a professional closing phrase (Sincerely, Respectfully, Thank you, etc.) and your signature and typed name

ADDITIONAL RESOURCES

[University Career Center](#)

[Resume Samples](#)

[ChatGPT Prompts to Become a Competitive Job Applicant](#)

Date being sent

Your Firstname Lastname

City, STATE

Your Email

Your Phone

Name of person sending document to- Hiring Manager, Director, Coordinator, ie. your BOSS

Be Specific to a person- if you don't know who, call and ask or address it to the HR department

Job Title of person sending document to

Company of person sending document to

Company address

Dear Hiring Manager,

I have developed a strong interest in (company name) because **(include 2 reasons you are interested in them specifically)**. This is important to me because *(include at least 1 deep/ semi-personal/ sincere reason why you are pursuing this position or wanting to work for this company)*. I am passionate about **(include 1 meaningful value/mission/culture fit description)**. Therefore, I am excited for the opportunity to apply for the (Title here) position.

As a student at The University of Texas at San Antonio, I have not only been inspired to pursue (career type/job title) as my professional career, but to work on obtaining the experience and skills necessary for success in this field. My *(include adjective about you, ie. creative)* and *(include adjective about you, ie. hard working)* attitude has allowed me varied (job type) experience with a range of *(people/businesses/individuals/ business/organization/field of study)*. Most notable is my *(include a unique story, something special, or defining experience)*. **Include a story about your experience as it might relate to the position, keep it concise, intrigue them and use humor if appropriate and possible.** Through this, I was successful at *(specific result as it relates to them)*.

The experience, education, dedication to *(field of work, ie. accounting)*, and passion for *(career type, ie. tax)* I will bring to this position will be a great asset to *(name of company)* and the clients you serve. I would be happy to meet with you at your earliest convenience to further discuss my qualifications. Please feel free to contact me by email at firstname.lastname@my.utsa.edu or by phone at (210) 458-4589. Thank you for your time and consideration.

Sincerely,

Your actual signature goes here – print, sign, and use an app scanner to upload to your computer

Your name here typed