



3 Paragraph Cover Letter Format

Your Personal Heading (Use a professional letter block)

Date

Contact Person or Department Professional
Title (if Person)
Organization Name
Mailing Address
City, State, Zip

Dear Contact Name or Attention: Department (DO NOT write "To Whom It May Concern")

First Paragraph:

Indicate your reason for writing. Name the position you are applying for and how you found it. Introduce how you think you will be a good fit based on your skills and experience. The goal for the cover letter is to compel the reader to look at your resume.

Second Paragraph:

Elaborate on your skills, experience, achievements, and traits that this specific employer is looking for in a candidate for this specific position. Use key words from the listed job qualifications that you meet and give examples. Don't repeat your resume.

Third Paragraph:

Thank the recipient for considering you for the position. State that you would appreciate an interview for the opportunity and to discuss how you could benefit the company.

Regards (or Sincerely),
(signature)
Your name



Alternatives to a Cover Letter

Nearly two-thirds of recruiters say a cover letter is not an important factor when reviewing applications, according to a survey of 1,400 recruiters by Jobvite, a recruiting software provider. The cover letter is becoming a dinosaur when it comes to hiring. "Most companies today recruit online and receive applications through software systems that often don't include a section for a cover letter". Here are four things you can do on your resume as an alternative to the letter:

1. Add A Summary

Provide more details at the top of the resume, two or three sentences that highlight what makes you different from other applicants. Similar to an elevator pitch, it's where you share a high-level competency, niche, or career focus. The summary replaces the "Objective".

2. Include Personal Information

Adding this to the bottom of the resume gives hiring managers a sense of your personality before an interview. You can include hobbies, volunteer activities, relevant club memberships, or mention your willingness to relocate.

3. Highlight Accomplishments

Include bullet points under each entry with critical elements that hiring managers are looking for.

4. Provide Your Social Media Handles

Hiring managers are looking at your Twitter, Facebook, and LinkedIn profiles. Offer a link, be vigilant about what you've posted on these platforms because they give hiring managers a great deal of insight on whether you fit with their company culture.