

# How to Write a Cover Letter

An Informational Video

# What is a cover letter?

A cover letter is an opportunity to give more concrete details or examples that demonstrate your skills

A cover letter should:

- Expand on what you summarize in your resume
- Highlight the soft skills you have developed
- Introduce yourself to the employer
- Motivate the employer to contact you for an interview

A cover letter should NOT:

- Just restate bullet points from resume
- Be full of generic statements with no specific reasons
  - “It would be a dream...”
- Be generic for every job/lack enthusiasm for specific position

# Parts of the Cover Letter

4 Parts:

1. Header and Salutations
2. Introduction
3. Body paragraphs (2)
4. Conclusion/Call to Action

# Header and Salutation

- Name and contact information
  - Address, email, phone number
- Date of the letter
- Name of the organization
- Organization's address
- A formal salutation
  - Typically "Dear..."
    - Make it Specific to who  
\_\_\_\_\_ you are writing to!

**Jane Doe**

123 N Main St

Faketown, IA 12345

(123) 456-7890

fakeemail@gmail.com

14th January 2021

**Barnes and Noble**

1451 Coral Ridge Ave, Suite 1108

Coralville, IA 52241

Dear Coralville Barnes and Noble Hiring Manager(s),

# Introduction

- Let the employer know which position you are seeking
- State why you are interested in this particular position

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As a longtime lover of books and reading, I am delighted to submit my application to the Part-Time Bookseller position. I have always wanted to work around books for as long as I can remember. My first memory is of me sitting behind a chair as a toddler, with a big stack of books next to me, trying to read them all before the day was over. I am starting college soon, and have plans to major in English and have a career in publishing. Working with books and being surrounded by the worlds people create for the rest of my life sounds like a dream come true.

# Body Paragraphs

- Sell yourself to the employer
  - Go into more detail about the attributes you possess, why they make you perfect for this job, and why you want this job
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For my entire high school life, I have been surrounded by books. My sophomore year, I began volunteering at my local public library, and have been working at the same library since my junior year. Working at the library has given me a new appreciation for books that I did not have before. People will try to tell me that books are 'old school' or going out of style, but I believe there is nothing better than the smell of a new book while reading.

Sharing with others my appreciation for books has been enlightening and fulfilling. Every day, I am able to see kids and adults of all ages light up when they find the perfect book, the book that makes them forget about the real world and all of its troubles. As I've continued to work at the library, my responsibilities have grown, to the point of where I have digitized the library's complete catalogue, and am in charge of organizing the shelving process when shipments of new books or other pieces of media arrive. I have the trust of my supervisors when it comes to ensuring that the library runs as smoothly as possible.

# Conclusion

- End with a statement that reinforces your interest in the position
  - Make a request for an interview
  - Use a closing
  - Sign and print your name
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I would love to meet with you for an interview. I am very interested in joining your team at Barnes and Noble in Coralville. Books provide an outlet from the world and its challenges. They are worlds for us to explore, and I want to be someone who has the opportunity to share these worlds with others. Thank you for your time and consideration.

Sincerely,



Jane Doe

**Jane Doe**

# Submitting a Cover Letter

Each job you apply for should have its own unique cover letter, explaining *specifically* how the *general* skills you possess make you perfect for that position

The resume is kept relatively the same for each job you apply for. You may some change information to make it more relevant. But the cover letter should change for *every* job

# Cover Letter Example

# If you have any questions...

Call the Columbus Junction Public Library:

319-728-7972

Email Mandy Grimm: [mandy.grimm@columbusjct.lib.ia.us](mailto:mandy.grimm@columbusjct.lib.ia.us)

Stop in anytime during open hours, and someone will gladly help you!