

## **GOVS COVER LETTER TIP SHEET**

Crafting your cover letter is your chance to captivate your future employer with a compelling narrative of your accomplishments and expertise. Share a standout story from your career that truly showcases who you are and how you can contribute to their company. Remember, your cover letter shouldn't be a duplicate of your resume, but rather a platform to express how your experiences and skills align with the job requirements and why you're passionate about working for the organization.

### **COVER LETTER FORMATTING:**

- Let's dive into the world of cover letter formatting! We'll explore how each part of a cover letter should be presented and what information should be included in each section.

### **PARTS OF A COVER LETTER:**

- A well-written cover letter typically ranges from 250 to 400 words, uses a clear one-inch margin and a left-aligned format, and employs a 10 to 12-point font like Arial, Calibri, or Verdana. It should follow this format:
- Start with a header containing your contact information.
- Address the hiring manager with a warm salutation.
- Introduce yourself and express your interest in the position, mentioning how you learned about the job.
- Highlight your qualifications and how they align with the job requirements.
- Share an impactful achievement that demonstrates why you are the ideal candidate.
- Conclude with a strong closing paragraph and a call to action.
- End with a complimentary close and your signature.

### **TYPICAL MISTAKES MADE:**

- Avoid sending your resume without a cover letter.
- Do not use generic greetings such as "Dear Sir/Madam" or "To Whom It May Concern".
- Ensure proper formatting and proofread your cover letter to eliminate any mistakes, as these can appear careless.
- Avoid jargon that hiring managers might not understand.
- Do not complain about previous positions or employers; focus on the positive aspects of your experience.
- Remember to conclude with a polite thank you and express interest in the position.



Your Name

Your website or LinkedIn URL

Email

Phone

Date

Hiring Manager's Name *(if known - you may have to do some research to find out)*

Hiring Manager's Title

Company Name

Address

City, State, Zip

Dear Hiring Manager, *[Remember, the correct name of the recipient should be used instead of "To whom it may concern." If there is more than one person, you can address it to the "Hiring Committee." Additionally, refrain from using Mrs. or Miss and instead use Ms.]*

**INTRODUCTORY PARAGRAPH:** Explain why you are reaching out to the position or department name at the company. Mention how you heard about the position and how you plan to further discuss how your skills and experience align with the needs of their team.

**BODY:** Make sure to highlight the connection between your background and the company's needs. If you have someone in the company willing to be your reference, that's great to mention. Also, demonstrate your knowledge of the company by discussing recent projects, the company's management philosophy, or anything else you've learned about them. If you have relevant experience or education, briefly summarize it so that the reader can find more details in your resume. Don't forget to showcase any skills or accomplishments that are directly related to the job.

**CONCLUSION:** Indicate your interest in the job. State that you look forward to being able to discuss your background in an interview. Thank the reader for their time and consideration.