CRAFT YOUR COVER LETTER

A cover letter is a brief and professional introduction of yourself to the employer.

Introduction

- Start with an opening sentence that states why you are applying and what you bring to the position
- Include what role you are applying for

Example: As a recent graduate of Scottsdale Community College Dance Performance and Technology program with more than xx years of experience looking for an opportunity to apply my skills in the xxxx industry, and I'd love to be considered for the name of job at organization.

Paragraph

- Provide 2-3 skills (or credentials) you have that match qualifications on the posting
- Explain how you have demonstrated skills and knowledge in prior roles
- Use keywords from the job posting in your sentences

Cover letter example on back.

Paragraph

- Express how your experience can benefit the employer
- Share an accomplishment that shows you can address the challenges the employer is facing
- Include items that make you memorable and a qualified candidate

Closing

- Sentence including your skills, knowledge and potential that make you a good fit
- Share the next steps you will take to follow-up with them in 5-7 business days
- Express genuine appreciation for their time

Recommendations

- A recruiter or hiring manager should be able to read your letter at a glance
- Font size: 12 pt font   Font type: Arial, Calibri
- Spell out acronyms and follow with parentheses   Example: Certified Public Accountant (CPA)
- If you use bullet points, only use standard round bullet points
- Save in pdf format

Want feedback on your drafted cover letter?

Book an appointment with a tutor at the SCC Writing Center:

bit.ly/scc-writing-center

Example of cover letter layout
• Always email in pdf format

Month, Day, Year

Name of Contact
Job Title
Street Address
City, ST   Zip Code

Dear Ms. Green:

As a recent graduate of the Journalism and News program of Scottsdale Community College, I am applying for the position of Technical Writer at The Arizona Republic that is posted on Maricopa Pipeline AZ. My goal is to enhance my portfolio through industry work experience designed to become a professional journalist.

Craft your short paragraph that includes skills/credentials you have that match what the employer is seeking.

Briefly share a few sentences showcasing your background and how it will benefit the employer.

Closing statements to summarize skills, knowledge and why you are an excellent candidate. I will follow up within 5-7 business days and you may contact me via email myemailis@email.com or (123) 456-7890. Thank you for taking the time to review my materials and I look forward to speaking with you.

Sincerely,
First and Last Name