



Cover Letters

The University of Toledo
Career Services
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SUPERIOR Cover Letters

- Use an appropriate format.
- Present a good appearance
- Catch the reader's attention
- Address the letter to the person with the hiring authority (*superintendent, personnel director, department chair*)



SUPERIOR Cover Letters

- Are conscious of the employer's point of view.
- Are concise - use only relevant information.
- Target your knowledge, skills, and experiences
- Match your skills to the employer's needs.
- Define your next steps



A Good Cover Letter Answers These Questions

- What skills or attributes do you bring to the position and organization?
- What specific accomplishments have you achieved which demonstrate these skills and attributes?
- Why are you interested in the position?
- Why do you want to work for this organization?



Opening Paragraph

- State your purpose for writing
- Name the position seeking
- Mention source of lead, referral or location of want ad
- Use the name of the person who recommended the position to you
- Capture the employer's attention



Middle Paragraphs

- Highlight related experience, education and activities
- Emphasize accomplishments and relevant skills using specific examples
- Present a match between qualifications and the job description requirements



Closing Paragraph

- Use a strong and confident close
- Restate the solid match
- Refer to your enclosed resume
- State your follow-up plans
- Request application materials
- Ask for the interview



Closing Paragraph

- Use a strong and confident close.
- Restate the solid match.
- Refer to enclosed resume.
- State your follow-up plans.
- Give a specific date.
- Ask for the interview!