**How to Write a Cover Letter**

Make sure you have a header at the top including your contact information and a **shortened URL for your LinkedIn account**. Ensure to save as a PDF, then the formatting of your cover letter doesn’t change once it’s downloaded by the recipient.

Next, add the Job Title, location, date and Job number (i.e. Job #W2988564). It is important to add the Job #, for recruiters and hiring managers to easily track your cover letter and resume to match the position you are applying to.

**For example:**

*Job Title: Help Desk Engineer – City, St - January 07, 2020 - Job # 123456*

**First Paragraph: Clearly introduce yourself.**

The first paragraph is your opportunity to make a strong **first impression** on the employer. This section should explain who you are, the position you’re interested in and how you discovered the opportunity. The introduction is also a great opportunity to mention any connections you have with the organization. For example, if you know an employee who works for the organization, be sure to mention their name in your introduction. Also, you get to tell of your passion and drive to work for the company. **\*\*RESEARCH\*\*** You have the chance to discuss research you have completed of the company as well.

**For example:**

*I am a recent graduate from New Horizons Phoenix Computer Training. I graduated in March with a certification in CompTIA A+ and working to complete CompTIA Network+ in the next two months. A staff member from New Horizons Phoenix forwarded the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ position with ABC Technology Company. I’m highly interested in this opportunity and believe I’d make a great fit to your team.*

**Second Paragraph: Talk about your relevant skills and accomplishments.**

This section is the biggest challenge for job seekers with little or no experience. It’s also the section where many job seekers make mistakes because they don’t know how to **highlight their relevant skills and classroom experience**. As you explain why you’re qualified for the position, it’s important to connect the dots. For instance, if you gained a lot of experience through contract work or volunteering, you could highlight those skills and experience.

**For example:**

*I realize you’re looking for a candidate with strong written and oral communications skills, as well as experience maintaining written documentation in SharePoint and have knowledge of working with MAC Addresses, DHCP Logs, and IP Addresses.* ***(or extensive knowledge)*** *lies in* ***relatable skill to******job posting (1)****,* ***relatable skill to******job posting (2)*** *and* ***relatable skill to job posting (3)****. As a \_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I was responsible for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This project required me to \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am a strong, analytical thinker with a proven ability to translate scope of work for seamless execution. Aside from the passion needed for this position, I also possess strong organizational management skills, exceptional decision making, good judgement and understand the need for superb interpersonal communication.*

**Third Paragraph: Highlight your best qualities and explain why you’re a good fit.**

Most employers want to hire candidates who are creative team players with strong time management skills. Although you consider yourself a great fit for the position, you need to use examples that illustrate why you’re a good fit. The reality is, simply stating that you have excellent time management skills and a knack for leadership won’t quite cut it.

When talking about your qualities, it’s important to talk about **real-life examples**. The key point to remember here is to make sure your examples are **succinct and visual**. **(STAR method)**

**For example:**

*During my last position in the US Marine Corps, I led a group of individuals in* *diagnosing service issues, worked with other second echelon technicians when necessary, and provided timely and viable resolutions. I was responsible for dispatching for the entire team and scheduling on-call technicians ensuring equipment stayed readily available at all times. Through this, I learned how to collaborate with others and work effectively in a team in order to accomplish a common goal.*

**Fourth Paragraph: Conclude with a call to action.**

The final paragraph is the section that will seal the deal for a job interview. You want to leave a **lasting impression on the reader**, so make sure your conclusion is confident, upbeat and encourages the hiring manager to get in touch with you.

**For example:**

*With the combination of my strong written and oral communications skills experience and leadership skills, I’m confident I’d make a great fit for this position. Thank you for taking the time to review my application and consider me as a candidate. I look forward to hearing from you soon!*

Just because you don’t have experience doesn’t mean you can’t write a stellar cover letter. By following these tips, you’ll write a cover letter that gets you noticed by employers.