



# DRAFT A PROFESSIONAL COVER LETTER

## How to Write a Cover Letter

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1. Give your name and mailing address.

Hiring Manager/Hiring Committee  
Company Name

2. Write the name of the hiring manager or committee, the company's name, and the mailing address provided.

3. Address the hiring manager by name or the hiring committee as a group. Or use "To Whom it May Concern" if a person or group isn't clearly identified.

Dear Hiring Manager Name,

4. Use the body of the letter to introduce yourself, state the position you're interested in, and detail your relevant experience.

In the first paragraph of your cover letter, give your name and the position you are applying for. This paragraph is your opportunity to briefly introduce yourself and your background. A cover letter is not a regurgitation of your resume! The purpose of the letter is to expand on your resume and explain why you are the best candidate for the position.

Use the body of the letter to detail your experience and how it is relevant to the position you are applying for. Explain how your abilities match the qualifications and duties of the position. Read through the job description and include words and phrases from the description in your letter.

In the conclusion, reiterate your desire to fill the position. Let the hiring committee know that you are looking forward to hearing from them. Thank them for reading your letter.

Sign Off, (Sincerely, Regards, etc.)

5. Type your sign off here.

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6. Once you print the letter, sign your name here in blue or black ink.

7. Type your name here as it appears on the application or other documentation you completed for the company.

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**Keep in mind:** This is a professional document, so appropriate grammar and spelling are expected. The cover letter is your opportunity to sell yourself, so don't sell yourself short! When your letter is complete, ask several qualified people, such as an instructor, advisor or peer, to proofread it and provide feedback.

### NEO A&M COLLEGE CENTER FOR ACADEMIC SUCCESS & ADVISING

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