



ELEMENTS OF A COVER LETTER

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YOUR CONTACT INFORMATION

Name, phone number, email address, physical address or at least city and state.

Connie Dorigan, CPC
Dorigan & Associates
Lake Oswego, Oregon
503-635-8565
condor1@dorigan.com

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RECRUITER/HIRING MANAGER'S CONTACT INFORMATION

Name, company name, address, phone number and email address (if you can find it, or if it is listed in the job ad)

3

DATE

August 1, 2020

4

SALUTATION

Dear Recruiter Name or Hiring Manager Name if you can find it. If you can't, it's okay to use something like Dear Recruiting Team or Dear Hiring Team.

5

OPENING PARAGRAPH

Write a unique opening line. Using the same job title the employer used in the job post, add a few sentences describing the role you're applying for, why you're interested in the job, the company and why you are a perfect fit.

6

BODY PARAGRAPH

List the responsibilities of your past positions, projects or skills that relate specifically to the job you are applying for. Echo the exact key words are used in the job description. Include a list of accomplishments and/or awards that highlight your qualifications for the job.

7

CLOSING PARAGRAPH

Reemphasize your interest in the position, why you are a good fit and your passion for the company. Include, if hired, how, specifically, you would add value to the company – ideally implying how your talents can help them grow their business or save money. Consider holding back a particularly juicy bit to include in your P.S.

8

CALL TO ACTION

Invite the reader to follow-up with you. Thank them for reviewing your cover letter and resume/application.

9

SIGNATURE

Sincerely,
Jerome Reese

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INCLUDE A P.S.

End with an irresistible flourish. Even though it's at the end, the P.S. is often where a reviewer's eyes focus first. This is a terrific place to close with a glowing relevant quote from someone else about your talent (like an awesome snippet from a LinkedIn recommendation), or if you know anyone in the company who encouraged you to apply or how you can make a difference for their company – but keep it short.

Get a professional, experienced critique on your resume.
Contact us at: bit.ly/ContactDorigan