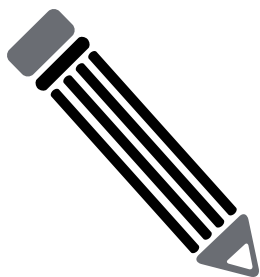


HOW TO WRITE A COVER LETTER



The cover letter allows you to expand and elaborate on information contained in your resume. An effective cover letter is designed and tailored for the position to which you are applying.

THINGS TO CONSIDER

- Be absolutely certain that your cover letter contains **no typos, grammatical and/or punctuation errors, or misspellings**. This document is not only your first impression but the employer may also treat it as a sample of your writing skills.
- **Appearance counts!** Make sure margins are even and try to balance the letter on the page, with equal space at the top and bottom.
- Pay **attention to the qualifications sought in the job posting** and highlight the ones that you can offer in your letter.
- Your cover letter **must be focused and specific to the position** for which you are applying. The generic, one-size-fits-all approach won't cut it!

FORMAT

- Never longer than 1-page in length
- Formatted like a business letter
- 10 - 12 point font
- Similar or same font type as your resume
- 1" to 1/2" margins

COVER LETTER BREAKDOWN

1

INCLUDES:

- The title of the position
- How you learned about it & through whom if you were referred by a specific person
- Brief description of academic background
- Explanation of WHY you are a good fit
- Write a compelling lead-in statement expressing your confidence in being a highly qualified candidate

2

- Contains specific examples that relate to the qualifications listed for the position
- Uses language mentioned in the job description to describe your experience
- Mentions any personal qualities that make you an outstanding candidate for the job

3

- Another statement reiterating interest and excitement about the position
- Indicate interest in speaking further
- Include phone number and e-mail address where to be contacted

Visit our website iup.edu/career to view career resources for more detailed information.

SAMPLE COVER LETTER

Joe A. Doe

www.linkedin.com/In/Joe.A.Doe
Home, PA 15747 • (222) 222-2222 • joe.a.doe@gmail.com

October 1, 2017

Mr. David Smith
Non-Profit Organization
100 10th Street
Somewhere, FL 34000

Dear Mr. Smith:

I am writing to express my interest in the Non-Profit Organization's Special Outreach Program that was recently posted on your company's website. As a senior at Indiana University of Pennsylvania (IUP) studying marketing, I was drawn to the Special Outreach Program for its unique approach to social change and by the opportunity to work directly with a non-profit organization. This position would not only be a good fit for me professionally, but it would also allow me to acquire a better understanding of effective leadership in a socially responsible career. I have a passion for helping others and believe I would be an ideal candidate for this position because of my problem solving and collaboration skills and my prior experience working in the nonprofit sector.

In both my academic endeavors as well as my extracurricular activities, I have learned to tackle complex problems and reach sound solutions both as an individual decision-maker and as a team member. As the head manager of a student-run organization at IUP, I have honed my ability to assess a situation or conflict as it arises, decide on a course of action, and evaluate its success in the long term. Whether it is finding opportunities for growth through advertising campaigns or streamlining an inefficient system of assistant managerial tasks, I have pushed myself to find new ideas to manage the daily challenges of overseeing an organization. Likewise, my experience on the democratically-run Executive Board of the "Talking About It" series has taught me an invaluable lesson in teamwork. With no formal hierarchy on the Board, I have learned how to impart my suggestions, while taking into consideration the advice and counsel of my peers.

My experience in the nonprofit sector has provided me with an understanding of the specific challenges the field presents, such as funding, strategy implementation, and longevity. Through my internship at Changing Lives for Good, a small nonprofit in Washington D.C., I was not only able to address some of these challenges head-on by researching non-federal grant opportunities and preparing applications, but I also was introduced to the process of program development. As someone who has been exposed to some of the challenges nonprofits seek help in solving, I am very excited by the opportunity to take an active role in working to identify root causes of systemic problems and learn new skills to develop positive and lasting change within the Non-Profit Organization.

I am extremely excited about the prospect of working for an organization that values its employees and works to make a real difference each and every day. I see this position as an ideal way to gain a better understanding of the most effective ways of creating sustainable solutions to the critical problems social impact organizations face, while also improving my own leadership and critical thinking skills. Thank you for taking the time to consider my application. If you would like to contact me, you may reach me by phone (222) 222-2222 or email (joe.a.doe@gmail.com). I look forward to hearing from you soon.

Sincerely,

Joe Doe

Joe Doe