



## Cover Letter FAQ's

### **How long should a cover letter be?**

A cover letter should not exceed 1 page.

### **Who do I address the letter to?**

Review the job posting closely to see if they provide you with the hiring manager's information. If not, try to find a name on the company website, LinkedIn, or by calling and asking who the head of the department is. If you cannot find a name, then Dear Sir/Madam or Dear Hiring Manager will do.

### **Can I send out the same letter with each application I complete?**

Each cover letter should be tailored for the specific position you are applying for. You want to make sure you are capturing key words from the job announcement in the cover letter.

### **Is it necessary to send a cover letter each time I apply for a job?**

Some job posting ask specifically for a resume and cover letter but many do not require a cover letter. However, having a cover letter with each resume is best practice for job seekers serious about landing a job and making a great impression on a recruiter or hiring manager.

### **What is the basic information that should be included in a cover letter?**

Think of the cover letter as a 1-page essay with 3 parts. Part 1 is a brief introduction of yourself, the position you are applying for and why you feel you are a good candidate. Part 2 includes supporting information to back up why you feel you are the best candidate. This should include classes you have taken, previous jobs worked, and specific characteristics that qualify you for the position. Finally, part 3 is your closing. Be sure to end on a confident note and always request a face-to-face interview to seal the deal.

### **What do I do after I send my cover letter?**

Once a resume and cover letter has been submitted, following up is key. If there is a closing date on the job announcement, follow up a week after the closing date. If there is no closing date, follow up 1-2 weeks after submitting your resume and cover letter.

### **How can I get more help with my cover letter?**

The Career Development Center has cover letter workshops throughout each semester. Students can attend sessions as their schedules allow. Career Advisors are also available to meet with students one-on-one to discuss cover letters. Schedule an appointment here. Students can also upload their cover letter through WarriorCareers for an on-line review.