Cover Letter Guidelines

Please use the following checklist as a guide for writing and editing your cover letter.

FORMAT	
• Be succinct. Do not exceed ½ to ¾ a page	☐
• Use 11 or 12-point font and set margins to 1"	☐
• If you are not sure who the hiring manager is, address the letter using "Dear Hiring Manager"	☐
GENERAL	
• Include the title of the job and the requisition number in the first paragraph	☐
• Make a clear statement of what value you will bring to the department and role	☐
• Convey your passion for the University, department, and role	☐
• Provide information beyond what is found in your resume	☐
RESEARCH	
• Look up the department on-line and use specific information from your research in the letter as appropriate	☐
MATCH THE JOB DESCRIPTION	
• Draw connections between the job requirements and your skills & experiences	☐
• Using specific examples, quantify or qualify results in alignment with the job description	☐
• Address key requirements listed in the job description	☐
• Translate prior experiences to demonstrate preparedness for the desired role	☐
WHAT TO AVOID	
• Do not use generic cover letters or the same draft for multiple jobs	☐
• Do not copy and paste the job description into your cover letter	☐
• Avoid spelling errors, grammatical errors, and other mistakes. Write your cover letter in MS Word to check for spelling and grammatical errors, and then upload the letter to your application in STARS	☐

REMEMBER: Double check that you are sending the correct cover letter to the correct posting.