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SSG- 245

Professional Cover Letters

Overview: A cover letter is a short (typically one page) letter that may be required as part of an application for many jobs. This letter is an opportunity for you to introduce yourself in a more personal way than your résumé or CV and to explain how your experience makes you suited to the job.

Content

It's important to write a cover letter that is tailored to the job you are applying for. While some material may be reusable with minor edits, one letter will not work for every application you send in. What follows is a list of some of the things you might include in your cover letter depending on the position you are applying for:

1. Introduce yourself: Briefly explain who you are. Are you a senior in college? A recent MBA graduate? What background information do you want them to know about you as a person?
- 2.

Don't

1. Don't copy and paste from your résumé or write "see résumé" or something similar. They have your résumé already, this cover letter is your chance to add to the information they already have. Show them you have put serious thought into why this is a good fit for you.
2. Don't use clichés, buzzwords, or jargon. You don't want your cover letter to sound just like every other letter they read.
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