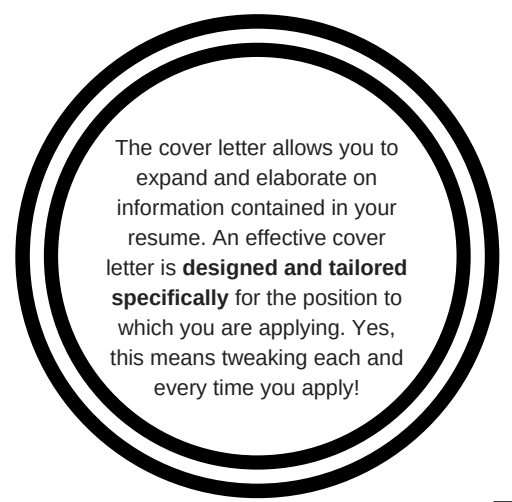
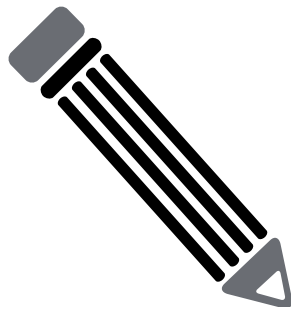


HOW TO WRITE A COVER LETTER



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!** Format like a proper business letter and be aware of the amount of text to white space. Cover letters are never more than one page in length!
- Pay **attention to the qualifications sought in the job posting** and highlight the ones that you can offer in your letter. Often, mirroring the language/verbiage can be a good tool.
- 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!

FORMATTING TIPS

- Never longer than one page in length
- Use the same heading on your cover letter that you have on your resume
- 10-12 point font (Arial, Calibri, Open Sans, Tahoma, Helvetica, Verdana, or any other sans serif style of font)
- 1/2" to 1" margins
- Don't use the Header/Footer options, embed any text directly into the document
- Save or submit as a PDF or follow directions on application prompt (maintain a MS Word copy for easier updating)

COVER LETTER BREAKDOWN

1 PARAGRAPH

- The title of the position
- How you learned about it (e.g., job board, career fair, etc.) & through whom if you were referred by a specific person
- Brief description of academic background (e.g., major, when you're graduating, etc.)
- Explanation of WHY you are a good fit
- Write a compelling lead-in statement expressing your confidence in being a highly qualified candidate
 - Use the position description to decide what you want to focus on here

2 PARAGRAPH

- The lead-in statement should help you decide what to focus on in these paragraphs
- Contains specific examples that relate to the qualifications listed for the position
 - You'll likely have 2-3 body paragraphs
- Uses language mentioned in the job description to describe your experience
- Mentions any personal qualities that make you an outstanding candidate for the job
 - Be focused and try to think about what a hiring manager would want to know that you possess/about your value proposition

3 PARAGRAPH

- Start off your final paragraph with another statement reiterating your interest and excitement about the position
- Indicate interest in speaking further
- Include phone number and e-mail address where you can be contacted
- Thank them for their time and consideration

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

February 15, 2023

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 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 because of its unique approach to social change and the opportunity to make an immediate impact with the work I would be doing. 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 am looking for a career where this goal is at the forefront of the organization's mission. I believe I am an ideal candidate for this position because of my problem-solving 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 lead 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. Just this semester there was an issue with a fundraising initiative we were hosting on campus, and in fewer than 12 hours, I was able to effectively find a solution that allowed us to still host the fundraiser and raise \$1,500 in the process. 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 challenges of overseeing an organization. I know regardless of the position there are challenges that arise daily, and I feel confident in my decision-making abilities to handle those head on and find workable solutions for the betterment of the organization.

My experience in the nonprofit sector has provided me with a firm understanding of the specific challenges the field faces, such as funding, strategy implementation, and longevity. At my internship last summer with Changing Lives for Good, a small nonprofit in Washington D.C., I was able to address some of these challenges head-on by researching non-federal grant opportunities and preparing applications. I can see that this position also includes grant work and I welcome the opportunity to use that skill set, should I be selected for this role. 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 your 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 day. I see this position as an optimal way to gain a better understanding of the most effective ways of creating sustainable solutions to the 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