

# Cover Letter Setup

Cover letters serve as a bridge between your resume and the specific job to which you are applying. Therefore, there isn't a "one size fits all" cover letter. A cover letter is also a reflection of your writing skills, so take time and care to proofread and review your document. Cover letters generally follow the following format:



Present Address  
City, State, Zip Code

Date

Company Address  
City, State, Zip

Dear Mr. or Ms. Last Name:

## FIRST PARAGRAPH

Explain why you are writing to them, the specific job you are applying for, how you learned about the opening. If someone you know or someone from the company referred you, you should mention their name. You can get the reader's attention by mentioning one of your selling points or making an interesting comment about the company.

## MIDDLE PARAGRAPH(S):

Tell the employer why you are qualified for the job and why it interests you. Stress your selling points and accomplishments, but don't just rewrite your resume. Expand upon what you already have in your resume. This is the place to focus on specific skills and experiences that this company would be interested in. If you have done your research about the company, you should be able to do this. Show the employer why you would be a good match for the position. This is also where you can explain in further detail why you're interested in this particular organization.

## CLOSING PARAGRAPH:

Request an interview or some other type of action. Tell them how they can contact you (leave your phone and e-mail address where you can be reached). Thank them for considering your application. Close your letter with "Sincerely," followed by a signature.

### Get Your Cover Letter Reviewed at Pitt's Career Center:



**In-Person Drop-Ins**  
200 William Pitt Union  
Monday - Friday  
11 a.m. - 3 p.m.



**Appointments**  
Schedule on Handshake  
Virtual or In-Person  
Monday - Friday

