

Cover Letter Tips for Student-Athletes

1. Create a NEW Cover Letter for EACH position that you apply for – the cover letter should be tailored to the specific position and organization.
2. Limit your cover letter to ONE PAGE
3. Target your letter to a *specific person* within the organization (NO Dear Sir or Madam)
4. Sign your cover letter with an original signature (not a copy)

INTRODUCTORY PARAGRAPH

1. Explain who you are, how you heard about the position (be very specific), and why you are interested.

BODY

1. One or two paragraphs summarizing your qualifications and skills related to the position for which you are applying.
2. Focus on a few of the experiences listed on your resume that relate to the position for which you are applying (DO NOT repeat your entire resume)
3. If you don't have any work experience, talk about the skills you've learned from being a student-athlete and how they would make you a good candidate for the position (ex. Leadership skills from being team captain, ability to work in teams, time management skills, etc.)
4. Incorporate the research you've done on the organization by explaining how you would fit into their current structure and how you would work to further their organizational goals/mission.

CLOSING

1. Restate the reasons why you are interested in the position.
2. Refer to your enclosed resume and thank the reader for taking the time to review your resume.
3. Make arrangements for follow-up contact: offer to initiate follow-up with the employer and then follow through!