

Dynamic Cover Letter Guide

Purpose of the Cover Letter

- To share your strengths, demonstrate your fit with the organization, and illustrate how you will benefit their overall mission and purpose.

Key Points to a Dynamic Cover Letter

- Further discuss the experiences on your resume, rather than just reiterating them.
- Illustrate throughout your cover letter how your academic, professional, and leadership experiences make you the ideal candidate for the position.
- Demonstrate how your experiences apply to the specific responsibilities requested in the job description.
- Adapt each cover letter to the specific opportunity you are applying to.
- PROOFREAD, PROOFREAD, AND PROOFREAD!!!

Structure of a Cover Letter

- Be concise: the cover letter should be no more than one page split into approximately 4 or 5 paragraphs.

General Format

Hiring Official (Name of person in charge of the search process)

Company Title

1234 Company Rd.

Arlington, VA 22201

Dear Hiring Official,

- Title (Dr., Mr., Ms., Mrs., etc.) and name are important. Find who is in charge of the search and if you can't, you may list Search Committee, Hiring Manager, or Human Resources etc. in your salutation.
- Additionally, avoid using salutations like To Whom It May Concern – this can sound impersonal and imply that you did not do your research.

Introduction (1 paragraph): Include who you are and briefly why you are interested in the position.

- *I am a skilled professional who is seeking to utilize my energy, enthusiasm and expertise to create effective change through the use of political analysis and policy development. Thank you so much for taking the time to review my materials in consideration of the Policy Analyst position at Smith & Associates.*

Body (2-3 paragraphs): Focus on an aspect (Skills, Qualification, Responsibility listed in the job description) of the opportunity you are applying for, and describe how your experience applies to those responsibilities. This builds connection with the reviewer and why your skills set you apart from your competition.

- *My previous positions have demanded both patience and flexibility in solving the variety of challenges faced in the field of political analysis. The opportunity to work as a policy research assistant at The Wilson Center has provided me with great insight in how to analyze, with great accuracy, policies that will have great impact in how the United States of America are organized and regulated.*

Closing (1 Paragraph): Thank them for their time and finish with a strong send-off.

- *Based on my experiences, great attention to detail, and thoughtful skills of analysis, I am certain I would be an outstanding fit as a Policy Analyst with Smith & Associates. I look forward to the opportunity to discuss this position more fully and the ways in which my skills can best be applied to this role. If you wish, you may contact me at (000) 000-0000 or Nope@nope.com should you have any questions.*