

# COVER LETTERS

## What is a Cover Letter?

- Your first chance to impress an employer with your key accomplishments and fit for a job
- Highlights and connects your experiences and skills to the job and company
- Showcases your written communication skills and displays your interest
- Should accompany your resume unless employer states otherwise

## Why is a Cover Letter Important?

- Only 3% of Fortune 500 recruiters believe that resumes without a cover letter will get an interview.
- It explains what your resume can't:
  - » What kind of work you want to do and how you're qualified for it
  - » Why you want to work with their specific organization
  - » Why there might be gaps in your employment history
  - » Why you might be changing the focus of your career or your location

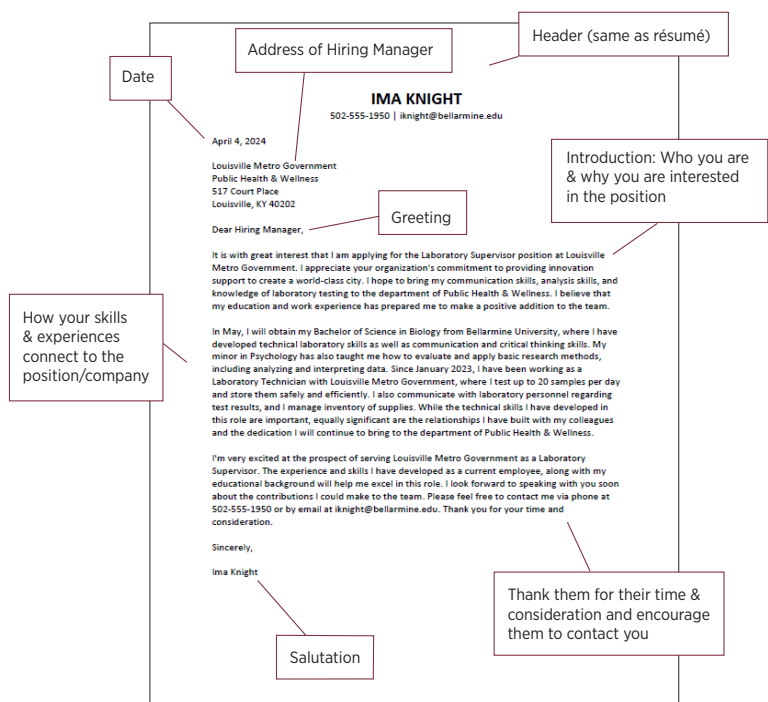
## Guidelines

- Whenever possible, address your cover letter to a named individual
- Highlight three to four key accomplishments/skills/experiences that relate to position/company
- Tailor to company by using the language of the job description and doing research on the company
- Exclude negative information (lack of qualifications/experience)
- Avoid repeating content from résumé; instead add more depth and expand on details about experiences
- End by thanking reader for time and encouraging them to speak with you further about the position
- Proofread! Always check for spelling and grammar errors
- Avoid using abbreviations and slang

## Formatting

- No more than one page
- Maximize space by decreasing margins to half an inch
- Use the same font as on résumé, which should be clean and easy to read, size 10-12pt
- Use business letter block formatting, with the same header as on résumé
- Always save it as a .PDF and title it: First name\_Last name

## Parts of a Cover Letter



# IMA KNIGHT

502-555-1950 | iknight@bellarmine.edu

April 4, 2024

Louisville Metro Government  
Public Health & Wellness  
517 Court Place  
Louisville, KY 40202

Dear Hiring Manager,

It is with great interest that I am applying for the Laboratory Supervisor position at Louisville Metro Government. I appreciate your organization's commitment to providing innovation support to create a world-class city. I hope to bring my communication skills, analysis skills, and knowledge of laboratory testing to the department of Public Health & Wellness. I believe that my education and work experience has prepared me to make a positive addition to the team.

In May, I will obtain my Bachelor of Science in Biology from Bellarmine University, where I have developed technical laboratory skills as well as communication and critical thinking skills. My minor in Psychology has also taught me how to evaluate and apply basic research methods, including analyzing and interpreting data. Since January 2023, I have been working as a Laboratory Technician with Louisville Metro Government, where I test up to 20 samples per day and store them safely and efficiently. I also communicate with laboratory personnel regarding test results, and I manage inventory of supplies. While the technical skills I have developed in this role are important, equally significant are the relationships I have built with my colleagues and the dedication I will continue to bring to the department of Public Health & Wellness.

I'm very excited at the prospect of serving Louisville Metro Government as a Laboratory Supervisor. The experience and skills I have developed as a current employee, along with my educational background will help me excel in this role. I look forward to speaking with you soon about the contributions I could make to the team. Please feel free to contact me via phone at 502-555-1950 or by email at iknight@bellarmine.edu. Thank you for your time and consideration.

Sincerely,

Ima Knight