

# How to Write a Cover Letter

The purpose of having a cover letter is to highlight the key reasons that qualify you for the role at the organization you are applying for.

## Introduce Yourself

Introduce yourself by using your first and last name followed by why you are excited about this job opportunity. The excitement should be genuine and answer the “Why” question. Why do you want this job? Why are you a good fit?

## List Three Reasons Why You Are a Good Fit

The 3 reasons should match the main job description requirements. For each of these points answer why you are a good fit, how you have proven this and what was the long-lasting impact of your contributions. This can be written in bullet points.

## Choose Your Reasons Carefully

Be honest when you are choosing your reasons, make sure they are areas in which you can truly shine and can show your potential. Make sure that the reasons are targeting the areas that are top priority for the role you are trying to get.

## Do Not Overdo-It

Keep it short, simple, and easy to read. Focus on your important points. Do not use crazy fonts. Do not use colors, icons, or pictures.