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### What is a Cover Letter?

Hello, this is Jeremy with Liberal Arts Career Services, and today we are going to go over the important question what is a cover letter? A cover letter is simply your personal appeal to the employer about who you are, what you're looking for in a job or internship, and why you are the perfect candidate for this specific company. You typically send your cover letter, along with your resume, when you apply for the job or internship. Just like your resume, the format of your cover letter is very important. Use the same heading you used in your resume and keep it to one page with 10-12 point fonts. It is vital that you spell check and grammar check your cover letter since in addition to being a description of yourself, your cover letter also depicts your writing skills.

Within your cover letter you want to ensure you address certain things. You want to emphasize both your motivations for applying for this opportunity as well as your future career ambitions, whether they are within the company or the industry. In addition, your cover letter is a good place to note or expand on exceptional experiences mentioned in your resume. Any job experience or organization membership that is relevant to the position is a good item to include. If you need help getting started on a cover letter or want to look at some sample cover letters, visit our website. We have a detailed cover letter template to walk you through step by step what should go in your cover letter as well as some already written sample letters. We also have career coaches and peer advisors on staff to help you start, edit, and finalize your cover letter. This has been Jeremy with Liberal Arts Career Services in FAC 18.