



## Parts of a Cover Letter/ Inquiry Letter

A cover letter or a letter of Inquiry is a one page document or email limited to 3-4 paragraphs, each with a distinct purpose. Despite its brevity, it's a very important letter so it may take you several tries to achieve the best result.

### **First Paragraph: The Purpose** *Why are you writing?*

*Are you applying to a specific position?*

*Are you inquiring whether there is a need for an intern?*

- The name of the position
- Where you found out about it (website or personal referral)
- Or are you writing to inquire if the organization has a need for your skills?
- Indicate why you are interested in the position and/or the company
- Show evidence of research about the company/organization

### **Middle Paragraph: The Proof** *Why you and not any of the other zillion candidates?*

*Most Important paragraph!*

- Cite specific skills that the organization is looking for
- Cite specific accomplishments relevant to the job description
- Highlight any special skills, experience and background which might not appear on your resume (projects, coursework, collaborations)
- Avoid regurgitating what's already on your resume

### **Last Paragraph: The Close** *What do you want?*

- Mention what is enclosed; resume, writing samples, references only if requested)
- Indicate your interest in an interview or phone discussion about the position
- Specify when you will follow – up with a phone call or email (but then you have to do it!)
- Share your contact information again



Social Media: [csu\\_careers](#)

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