



CAREER SERVICES

Oklahoma State University
OKC Campus

Cover Letter Resource Packet



The Purpose of a

COVER LETTER

1

A good cover letter tells why you want to work for the company, provides additional information on your skills and experience that are **RELEVANT** to the position and explains why you are the best candidate

2

Your cover letter complements your resume by making it easy for the employer to see how your experience and interest connect to the position. Your goal is to convince the employer to interview you via your cover letter.

FUN FACT:

Not all job postings require a cover letter, but it's good practice to submit one anyway.

Know your

AUDIENCE

1

Address the letter to a specific person for a more personal feel. In the event you cannot identify a person of contact, you can address the letter to a general position. For example: “Human Resources Coordinator,” Hiring Manager,” or “Search Chair Committee.”

2

Your cover letter should articulate your qualifications and motivation for the position. Read the job description closely and research the organization. As you craft your cover letter, use examples that demonstrate your relevant skills, knowledge, and interests. The cover letter should be concise, clear, and well-organized.

FUN FACT:

Hiring Managers typically read cover letters that are engaging and gloss over cover letters that aren't.

How to start your

COVER LETTER

1

Never use a template. Use a blank word document to control spacing and formatting to adhere to ATS standards.

2

Use the **same header from your resume.** This will make it easier to identify you in case your documents become separated. It also provides you a chance to give the employer your name and contact information multiple times.

3

Match the aesthetic and font style to your resume. Symmetry and consistency is **crucial.**

4

Include quantitative data, “numbers”, whenever possible.

Rules for your **SALUTATION**

1

Address your letter to the specific individual who can hire you, if this is known. If the name is not included in the job description, address the letter to the Hiring Manager or title mentioned in the job description.

2

include the title of the hiring manager (if available), their position, the name of the company, the company's address, and close with the company's city, state and zip code. Make sure this is **left aligned** at the top of your document.

Example:

December 25, 2025

Sabastian Hernandez, Ed.D
Associate VP of Outreach
UnidosUS
1126 16th St. NW #600
Washington, DC 20036

Dear Dr. Hernandez,

Rules for your OPENING PARAGRAPH

1

The first paragraph is your introduction. The focus of the first paragraph needs to be the company and your interest in them.

2

Name the position for which you are applying and indicate how you learned about the position. State what you know about the organization and who you are interested in joining the organization.

3

Include a brief statement matching your qualifications to the position requirement and let them know that you want to be a vital part of the organization's future success and conclude with a formal statement of application.

Example:

I am writing to apply for the Associate position at UnidosUS. Currently I am a senior at Oklahoma State University double majoring in Political Science and International Studies with a minor in Business Institutions. UnidosUS stands out to me because of its wide range of capabilities in the global market and the customized approach it takes to addressing clients' challenges. In addition, the opportunity to chart my own course in a supportive and challenging environment is very important to me. I have spoken at length about this position with Ann Jimenez, a current associate with UnidosUS, and our discussions have reinforced my enthusiasm for working at your organization upon graduation.

Rules for your **BODY** **PARAGRAPH**

1

The body of your letter should be one or two paragraphs in length while focusing on the position itself and your ability to meet the company's needs.

2

Explain how you will be able to fulfill the requirements of the job duties and functions.

3

Do not repeat the information on your resume, instead, describe the reason why you would be an excellent choice for this position.

Example:

This past summer I worked at Target Corporation as a business analyst intern. My project was to develop a strategic plan to increase Target's sales and cut costs through better product transition processes, and the creation of a long-term plan to implement my recommendations. Along with my other teammates, I developed a plan to address the disconnect between the timing and the scope of product transitions compared with customer shopping trends and frequency—the plan led to a potential sales increase of \$10 million and receipt savings of \$9.3 million. While the core of the internship involved quantitative work and trend analysis, the knowledge that I gained through the positive relationships built with team members across the division was critical to my success.

Rules for your **CLOSING PARAGRAPH**

1

The final paragraph is your closing. The rule of thumb is to keep it simple.

2

Let the reader know that you would like to interview for the position and that they can feel free to contact you at their convenience.

3

Thank the reader for taking the time to read your cover letter and for thoughtful consideration of your application.

Example:

I am excited to learn more about UnidosUS and look forward to the opportunity to discuss this position with you in person. Thank you for your time and consideration. I look forward to meeting with you soon. If you have any questions, please contact me at your convenience.

Sincerely,
Matthew Sanchez



Do you have
QUESTIONS?



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➡️ If you have any questions, please email
D.J. at dj.carter-rodriguez@okstate.edu

➡️ Do you want to schedule an appointment?
D.J. accepts **virtual and in-person**
appointments via SLATE or SHAREPOINT.
Schedule [here](#).



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