

# HOW TO BUILD A COVER LETTER



## 1. Template

- Identify a respondent usually the manager or hiring supervisor of a position you are applying to.
- Use a letter template from Google doc or a Google search.

## 2. Body

- Three paragraphs - introduction, explanation of skills, closing.
- Use an interesting introduction that demonstrates your interest in the role. Include your experiences, skills or areas of study.

## 3. STAR Method

- Situation - That happened to you during work or setting. (Context)
- Task - That was required or assigned to you that you needed to accomplish.
- Action - The action you specifically took in order to complete that task.
- Result - The result or outcome of the task completed. (Impact)

## 4. Closing

- Wrap up your letter and thank the reader for considering your application.
- Reassert your interest in the position and be sure to sign with your full name and contact info.

## 5. More Guidance

- Click [here](#) for more information about cover letters. or here is a sample



**Pro tip: keep your cover letter to one page.  
If you need any more help reach out to CCEC!**