

Crafting a cover letter

Student instructions

A **cover letter** is a short letter that goes along with your resume. It explains how your skills and experience make you the best person for the job. Your cover letter should:

- Be customized for the job you're applying for
- Highlight your relevant skills
- Expand on any relevant experience

Check out these [cover letter examples](#) and use the tips below to craft your cover letter and then upload your cover letter draft to your Xello **Assignment** for feedback:

Do	Don't
Introduction:	
<ul style="list-style-type: none"> • Include the name of the hiring manager, if available • Mention the job and company name • Use a friendly but respectful tone 	<ul style="list-style-type: none"> • Send every employer the same letter • Make your intro super long • Be overly formal
Body:	
<ul style="list-style-type: none"> • Talk about how you can help the employer • Include keywords and skills from the job ad • Provide details about your skills and experience • Tips for including details about related skills or experience: <ul style="list-style-type: none"> • Give details about what you did and the value you brought, expanding on what is in your resume • Discuss what you learned • Talk about the skills you used or developed that is relevant to the position you're applying for 	<ul style="list-style-type: none"> • Write about skills unrelated to the job • Include skills or experiences you don't have • Repeat your resume details without expanding on them
Conclusion:	
<ul style="list-style-type: none"> • Sell yourself • Be confident • Express an obvious interest in the job or company 	<ul style="list-style-type: none"> • Be vague or modest • Write a generic conclusion • Miss your chance to leave a strong final impression