

COVER LETTERS

TAILORED AND PROFESSIONAL

WHY THIS JOB

What has you drawn to this position?
What makes you an ideal candidate?
Have you done work like this before?

WHY THIS COMPANY

What about them interests you?
Do the company's mission and values align with yours?
How would you describe your interest in working for them?

WHY NOW

How does this position fit into your career trajectory?
How will this position help you grow professionally?
Have you recently gained skills that could benefit this company or this role?

CONSIDERATIONS

You can use "I", "me", and "my" in your cover letter
Do not repeat information that is on your resume
Use consistent contact information across application materials
Review cover letter templates on MyCareer

CONTACT US WITH QUESTIONS

Phone: 614-947-6015 Email: careerdev@franklin.edu