Cover letters

What is a cover letter?
A cover letter is a document that accompanies your resume and provides greater detail about your educational and professional history. Cover letters can serve as a means of setting you apart from other candidates. It provides an opportunity for you to give the employer a deeper look into your professional experience and what makes you the best candidate for the position. It also allows you to formally request an interview. The cover letter has three main sections, divided in paragraphs:

Section 1: The first section tells the reader what position you’re applying for and where you learned of the position. It may also provide an avenue for you to provide information if you were personally referred to the position by a current or former employer of good repute. This may increase your chances of securing an interview. Here, you will also state what you know about the company, why you’re applying, and what you hope to contribute.

Section 2: Here, you will choose two or three projects that you have worked on that specifically highlight how you have successfully demonstrated skills that are listed in the job description. Elaborate on the major bullet points in your resume.

Section 3: This section allows you to reiterate your interest and excitement in the position. You will also invite the reader to review your resume, request an interview, and thank the employer for their time and consideration. Don’t forget to provide a closing with your signature.

Note: The cover letter is a formal introduction to the employer. Be sure to put your best foot forward. Do this by ensuring that your document is written in Standard English with clear, but elevated language befitting a college student/graduate. The cover letter should be free from grammatical and punctuation errors. Proofread. Proofread. Proofread.
September 19, 2021

Kitch Henry
Partner, Deloitte Risk & Financial Advisory
65 Bank Avenue
Chicago, IL 60606

Dear Mr. Henry:

I am writing to express my interest in the Government & Public Services Risk & Financial Advisory Analyst as advertised on your organization’s website. I am currently a senior Bachelor of Business Administration (Accounting) at Andrews University in Berrien Springs, Michigan. I would be grateful for the opportunity to use my education and training to contribute to Deloitte accomplished work as a global leader in the industry which prioritizes inclusion, collaboration, high performance, and opportunity.

While at Andrews University, I participated in an accounting internship at Goldman Sachs. There, I was able to gain tangible experience in preparing budgets, meeting with prospective clients, and providing information about the company’s services. I also updated and maintained the company’s client database while providing reports to my supervisor and clients. Additionally, I have used my accounting training as the treasurer of the Student Government Association at Andrews. In this position, I have been able to move the association’s account from a negative balance by properly allocating and disbursing funds for the association’s functions. The association’s account now boasts a surplus.

I am genuinely interested in the Government & Public Services Risk & Financial Advisory Analyst position. I’ve enclosed an updated resume, which further details my educational and professional experiences. I welcome the opportunity to meet with you to discuss them more in an interview. I truly believe that I would be a valuable addition to your staff. Thank you for your time and consideration.

Sincerely,

Jane Doe

Enclosure: Resume