

5 COMMON COVER LETTER QUESTIONS ANSWERED



Do I always need a cover letter?

For professional positions, you will always want to include a cover letter. The cover letter offers a personal explanation of who you are and why you are a qualified candidate for the position – in more detail than you include in your resume.



How long should a cover letter be?

You want to write a clear, concise cover letter – generally, one page. Recruiters and hiring managers don't have much time and will not spend a lot of time reading your cover letter. In fact, your resume must make it through the first round before they will even read your cover letter.



What do I want to include in my cover letter?

- Note what position you are applying for and how you found out about it. If you were referred, name drop who referred you.
- Explain a bit about yourself and why you want to serve the organization by holding this position.
- Note something positive you know about the company or organization (do your research).
- Specifically link your skills, qualifications and experiences to the requirements of the position.
- End with your enthusiasm about the position (repeat in different words). Thank them for their time and consideration, and that you are hopeful to begin the interview process in the near future.

[Check out the Story + Skills Cover Letter Approach >](#)



Can I come up with one standard cover letter and just change names and dates?

Absolutely not. You must write a personal cover letter in a way that connects with the specific organization and job you are applying for.



What if I am stuck? I just feel like I can't write a cover letter.

It is always good to get some assistance with writing your cover letters; many people have trouble with them. You can find samples of cover letters from professional places, including our [Career Services Portal](#). Go to enmu.edu/AskItBasket to set up a time with a career counselor; we will review your letter and help you refine it.

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