

# HOW TO WRITE A COVER LETTER

Cover letters are an important part of your application; just like your resume they need to be targeted and customized.

## **3 Goals of a Cover Letter**

- Tell your professional story and describe how you will add value to the company
- Address career transitions or explain gaps in your work history
- Add details that focus on your skills and accomplishments, rather than a summary of your resume

## **Cover Letter Outline**

- Use the same header as your resume
- Include a date, a job posting number if relevant, and the contact information of the company
- Address to a specific person. Do not use "To whom it may concern". If you don't have a person's name use, "Dear Hiring Manager"
- Keep the letter to one page unless otherwise specified

### **1. Make a connection**

- Start with something that immediately connects you with the company and make it memorable
- If someone in the company has agreed to be a reference, mention them here
- Demonstrate what you know about the company and the industry. Incorporate the company's goals, mission, or vision and how you can help them accomplish these objectives

### **2. How will you add value?**

- Quantify and qualify your experience; include proof of your success, highlight your skills, expertise, and abilities
- Use keywords from the job description
- Highlight past jobs and accomplishments that relate to this job
- Provide a balance of technical and foundational skills
- If addressing concerns, (transitioning careers, employment gaps, etc.) explain what you have learned and examples of how your previous experience translates into the new role

### **3. Ask for the interview**

- Tell the employer you would like to have a direct conversation
- You will contact them in so many days to be sure they received all your materials
- Thank them for their time
- Make sure you follow through and do what you stated in your cover letter



# HOW TO WRITE A COVER LETTER

## Personal Header (Use resume header)

Date

Contact Name

Name of Employer

Address of Employer

City, State, Zip

Re: [this is optional; identify position name and reference #]

Dear Hiring Manager,

I am excited to apply for the position of Paralegal for ABC Law Firm, as advertised on Indeed. In reading about the mission of ABC Law Firm, I am drawn to the diverse areas of law in which you practice. In my 5-year career as a paralegal, I honed my legal research and writing skills. The attorneys I have worked with have complimented me on my knowledge of employment law and litigation support, areas in which ABC Law Firm specializes. In addition, ABC Law Firm's 40+ years in practice prove that the firm has strong values and excellent attorneys, which is why I want to join your team.

My most recent role was as a paralegal, working closely with our three partners in over twenty-five high-priority cases. A few accomplishments I've had, and which I would be honored to contribute to ABC Law Firm, include:

- Utilizing strict confidentiality and discretion when communicating about highly sensitive information
- Managing 20+ documents, including subpoenas and case findings, via case management software
- Streamlining the document submission process through diligent research of confidential digital platforms for signatures

I'm confident my dedication to discretion and focus on efficiency would make me an asset to the team.

In addition to these qualities, I am also dedicated to serving the community, which I noticed is important to ABC Law Firm. I recently volunteered for Colorado Legal Services, which reemphasized that being able to help others in need is truly one of my favorite aspects of this work. While taking care of my family these last two years, I've continued to find ways to serve my community, and my strength of integrity has not wavered. I look forward to implementing these passions and skills as a paralegal at your firm.

In summary, my 5 years of previous paralegal experience, including high-profile cases, extensive research skills, commitment to the community, and strength of integrity, make me a great candidate for the Paralegal position at ABC Law Firm. I welcome the opportunity to discuss how I can contribute to your legal team. Thank you in advance for your consideration, and I look forward to hearing from you.

Sincerely,

<Signature>

# HOW TO WRITE A COVER LETTER

## Personal Header (Use resume header)

Date

Contact Name

Name of Employer

Address of Employer

City, State, Zip

Re: [this is optional; identify position name and reference #]

Dear First Name Last Name,

I am writing to apply for the position of Paralegal for ABC Law Firm, as advertised on Indeed. In my 5-year career as a paralegal, I honed my legal research and writing skills. The attorneys I have worked with have complimented me on my command of case law and litigation support. ABC Law Firm's 20 years in practice proves that the firm has strong values and excellent attorneys, which is why I want to be a part of your team.

I currently serve as a paralegal, where I work closely with the partners in several high-priority cases. To meet deadlines with 100% accuracy, I implemented a calendar system to ensure the timely filing of court papers. This system not only prevented missed deadlines but also allowed for better organization of internal and client communication.

I welcome the opportunity to discuss how I can contribute to your legal team. I will follow up with you in a few days to discuss possible next steps. Thank you in advance for your consideration.

Sincerely,

<Signature>