

COVER LETTER BODY PARAGRAPH

The goal of the cover letter body is to provide more information about yourself, particularly why you are the ideal match for the position by summarizing why you are the best candidate. This should cover your education and work experiences and how they relate to the position you are applying for. This is also an opportunity to elaborate upon something relevant that appears on your résumé.

Depending on your level of education or relevant experience, it is acceptable to write two paragraphs. The first paragraph would discuss your educational experience and how it relates to the position you are applying for. The second paragraph would discuss your relevant experiences. Consider splitting the educational and relevant experiences if your body paragraph is over seven lines.

Note that your cover letter will be read along with several others, so longer is not necessarily better. Chose your words carefully and impress the employer with your ability to write clearly.

It is best that the body paragraph be personalized for a specific organization. In the example below, this is done in the last sentence. Removal of the last sentence would be a suitable example of a generic body paragraph suitable for an employment fair or Internet job search site that allows employer viewing.

Example body paragraph:

My enclosed résumé outlines my educational and professional experience. I am scheduled to graduate in May 2009 with a Bachelor of Business Administration in Finance from Saginaw Valley State University. During my internship with Brow, Kreager, and Scherzer, I learned to thrive in a fast paced environment. An important lesson for me during that experience was that when each team member is motivated to do his or her best to support each other, great challenges become exciting instead of daunting. Our team not only met our division's output goals, but also received recognition at the corporate level for our high level of accuracy. I look forward to joining the Pacific Financial Corporation team and contributing to its success.