

Cover Letter Writing Tips



Michigan Civil Service Commission - Office of Career Services

Salutation

Address your cover letter to the supervisor listed on the position description. If it does not contain a name, choose a professional option, such as:

- Dear Hiring Manager
- To Whom It May Concern

Opening Paragraph

Identify the job you are applying for and state how and why you are a good fit.

Body of the Letter

Connect the knowledge, skills, and abilities you possess to those required of the job. Where it applies, take directly from the position description or job posting to make it position-specific.

Closing Paragraph

The closing paragraph reiterates your interest in the position and how to contact you. End your letter with a formal closing such as “Sincerely,” “Best Regards,” or “Thank You,” along with your full name.

Bonus Tip!

Research the department to which you are applying. Show how your skills will benefit their department.

Why Write a Cover Letter?

- Allows you to introduce yourself
- Demonstrates why you are a good fit for the position
- Highlights key experience or skills on your resume
- Demonstrates your writing ability and attention to detail

Quick Tips

- Edit! Edit! Edit!
- Step away and review with fresh eyes.
- Have someone else read it.
- Make sure your cover letter reflects the job to which you are applying.
- Ensure your contact information is clear and easy to read.