
Cover Letter / College Entrance Essay / Personal Statement Tips

A cover letter, essay, or personal statement reveals who you are beyond grades and test scores and what makes you different from someone else. It should not be an autobiography but a story about you that makes you memorable and tells people something they don't already know about you. In addition, it brings forward information about yourself they wouldn't be able to figure out the rest of the resume or application.

TIPS FOR WRITING

- Steer away from fake, phony, outrageous, controversial stories
- Don't be too formal or try to be too humorous
- Keep brief and specific - Limit to 1-2 pages (650 words)
- Use a basic font such as Times New Roman, Arial, or Calibri, size 10-12 points in black
- Do not abbreviate words such as Street, Lane, Avenue, and Drive. Spell them out
- Keep in mind, why would the reader care?
- Give Specific details and examples.
- Avoid regurgitating your resume

WRITING IDEAS (choose one)

Tell about:

- Being faced with a challenge, setback, or failure, how and what did you learn
- Choose a defining moment, experience, or realization, that changed you.
- Someone who greatly influenced or changed you; reflect on something they did for you, how did it affect or motivate you
- A crucial part of your identity, your best characteristic, talent
- Your biggest passion or a unique hobby and how it shaped you
- A problem you solved, a valuable lesson, or an obstacle you overcame.
- What captivates you and makes you want to learn more? How? Why?
- An accomplishment, event, or realization that sparked personal growth and understanding of yourself
- Question or challenge a belief, what prompted the thought, and what was the outcome

COVER LETTER EXAMPLE

Use the sample below to compose a cover letter. Then, print and sign your letter.

First and Last Name Street Address City, State Zip Phone Email address	Today's date, (Do not abbreviate the month)	SAMPLE ONLY
September 20, 20XX		
Mr. or Ms. First and Last Name Company Name Street Address City, State Zip	Business Contact,	
Dear Mr. or Ms. First and Last Name:		
Introduction Paragraph: I'm excited to apply for the receptionist position at Smith Electric. Though I'm an entry-level applicant, I'm excited about doing a good job and have received compliments from my teacher as a student teacher's assistant for efficiency, organization and writing skills.		
Body Paragraph: Describe some items and the effect it has had on your future goals and/or career and education plans. I'm very interested in beginning a career in the business field, as I'm attending online classes for an associates degree in business administration. I am not afraid to take the initiative in group project settings. I've always prided myself on the ability to be a self-starter and have organized several fundraising activities for Future Business Leaders of America.		
My organizational and efficiency skills have also been put to the test in other real-world settings, as when I helped coach a community T-ball team. I learned to interact with many ages from small children to adults, and had a successful 7-1 winning season.		
Conclusion Paragraph: Add any additional comments I look forward to hearing from you at the above mentioned number or email address at your convenience. I appreciate your time and consideration.		
Sincerely,		
Sign name here		
Type your first and last name here.		

Guidelines for addressing business envelopes

- Use a No. 10 Business Envelope
- Neatly print in black/blue ink or a printed address label with the above font.
- City, State, and Zip - example: Seattle, WA 24342 (no punctuation after the WA, just a space)

YOUR FIRST AND LAST NAME ADDRESS CITY, STATE AND ZIP	U.S. Postage Stamp
SAMPLE	MR. OR MS. FIRST AND LAST NAME EMPLOYER/COMPANY ADDRESS CITY, STATE AND ZIP