OK, GOOD, AND GREAT COVER LETTERS

The cover letter is your opportunity to connect the dots between your experiences and qualifications and the job for which you're applying. An OK cover letter narrates past experiences, putting into prose what is shown on your résumé and ultimately reads as “I did this, and then this, and then this.” A good cover letter articulates the skills evidenced in your past experiences, using verbs like “evidenced, accomplished, acquired, gained, honed.” A great cover letter takes those skills and experiences and projects to the future, articulating how you will draw on those experiences and utilize those skills in your role for that organization, specific to the job or job-type.

REVIEW WITH A CAREER ADVISOR

Cover letters are not only specific to the individual, but to the job itself. Contact a Career Advisor and see how you might honestly and powerfully communicate your qualifications and goals for the position, and get the interview. **We can meet in person or simply email your letter and ask for feedback.**

Email your letter  skrall@esm.rochester.edu
Schedule a session  585.274.1210 • careers@esm.rochester.edu

Office of Careers and Professional Development • Institute for Music Leadership • Eastman School of Music