



Saremi Center for Career Development

Resource Toolkit: Cover Letters

Guides, Templates, Tools:

[Resume & Cover Letter Guide](#) | SCCD

[Cover Letter Template](#) | SCCD

[Draft a Cover Letter - AI Bot](#) | SCCD

Description: This is simply a tool to DRAFT a cover letter. It is NOT intended for you to copy/paste the AI-generated text verbatim. It is merely a draft that you MUST modify to match your actual skills and experience as well as your specific style of speaking. Most employers check whether AI was used to generate text. If an employer thinks that you have only used AI to write your cover letter or resume, they may discard your application!

[Identify the Hiring Manager - AI Bot](#) | SCCD

Description: Enter the job title, job description, employer, and city/state to find the hiring manager title for the position. This bot will generate the most likely TITLE of the appropriate hiring manager, the employer's website, and the organization's email naming convention. You can then use LinkedIn to try to locate that individual's name.

Videos & Podcasts:

[The PERFECT Cover Letter In 5 MINUTES Or Less](#) | Professor Heather Austin

[How to Write a Cover Letter That Sounds Like You \(and Gets Noticed\)](#) | Harvard Business Review

[Why Your Cover Letter Gets Rejected \(5 MISTAKES TO AVOID\)](#) | Jeff Su

[How to write a Standout Cover Letter](#) | Esade Careers

[Rock Your Resume, Crush Your Cover Letter Workshop](#) | National University Career Services

Articles:

[How to write a great cover letter in 2024: tips and structure](#) | BetterUp

[7 Key Components of an Effective Cover Letter](#) | Indeed



Saremi Center for Career Development

[Ultimate Guide to Writing Cover Letters](#) | JobHero

[How to Write a Cover Letter \[Full Guide & Examples for 2024\]](#) | novoresume