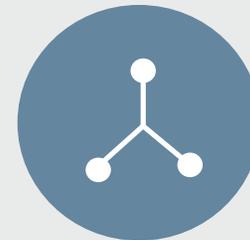


Tips for Ministry Cover Letters



Ministry Connections

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What is a cover letter?

A cover letter is a brief letter written to accompany your resume. Its purpose is to introduce you to a potential employer by highlighting elements of your resume that qualify you for a particular job.

When do I use a cover letter?

In general, you should include a cover letter anytime you send your resume to someone who doesn't know you personally.

What if someone submits my resume on my behalf?

If someone else (perhaps one of your references) submits your resume for you, then they will write a cover letter for your resume and you would not necessarily have to include one.

Should I use the same cover letter for every job I apply to?

No, you should customize your cover letter for each specific job. Always highlight aspects of your resume that qualify you for that job in particular. You may also want to communicate certain things about yourself that are not included in your resume.

What do I put in a cover letter?

Explain why you are interested in this opportunity and what makes you uniquely qualified for it. Interpret your resume so that your qualifications stand out and your readiness is clear.

Tips for quality cover letters:

- Communicate effectively and succinctly;
- Be friendly but not casual;
- Avoid generic salutations and address to a specific person;
- Mention how you learned; about the opportunity and why it interests you;
- Customize a letter for each job and refer to the job and church within the letter;
- Pay attention to details;
- Demonstrate familiarity with the church and its vision;
- Focus on relevant information from your resume and background;
- Highlight your experience and draw attention to your qualifications;
- Explain any aspects of your resume that may be unclear;
- Carefully proofread your writing and get a friend to read over it; and
- Close by thanking the individual for their time and enclose your resume.

Basic Cover Letter Format

Keep your cover letter under one page and within three or four paragraphs. Single space within paragraphs and double-space between paragraphs. Remember to use a font size and font type that is easy to read. Below is a sample of what a basic cover letter should look like:

Your Name
Your Street Address
City, State, Zip Code
(Area Code) Phone Number Email Address

Date

Addressee's Name, Title
Organization's Name
Street Address
City, State Zip Code

Dear Mr. Addressee:

Paragraph 1: Indicate why you are writing. State the type of ministry opportunity in which you have interest. If you are requesting consideration for a position, indicate how you became aware of it.

Paragraph 2: This paragraph should highlight your qualifications (skills, abilities, relevant experience, etc.) and indicate how they relate to the ministry in which you have interest. Do not simply restate information on your résumé. The purpose of this paragraph is to develop the reader's interest in reading your résumé.

Paragraph 3: Refer the reader to your résumé. Clearly indicate what you are requesting of the reader. Thank the reader for his time and consideration.

Closing,

(Your signature)

Your Name

Enclosure