

QUARTZ *at* WORK

How you should actually write your resume and cover letter

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What's the purpose of a cover letter?

What you should use it for:

- Putting your resume into context
- Sharing relevant background or a story
- Conveying your voice
- Relaying respect for the organization
- Prompting the hiring manager to want to talk with you

What you shouldn't do in it:

- Merely regurgitate your resume
- Brag, complain, or exaggerate
- Sell yourself short
- Miss an opportunity

Practical tips— cover letter, resume, and beyond

- Pick a style that suits you and do it well
- Avoid being too vague (“wrote articles”), too generic (“I’m a hard worker”), or cliched (“I’m the ideal candidate”)
- Cite accomplishments, not just responsibilities
- Connect the dots between your experience and the job
- Tailor it to the role and organization (don’t “spray & pray”!)
- Struggling to write about yourself? Try writing a draft in third person

Polish every touchpoint

- Cover letter
- Resume
- Email inquiry to hiring manager
- Email follow-up(s)
- Screener and/or interview(s)
- Post-interview note(s)
- Deliverable
- All social profiles and websites
- Use filenames that include your name, never “resume” or “letter1”

Sample short inquiry email

Dear Ms. [last name],

I hope this email finds you well. My name is XX, and I am very interested in the YY position currently open at Quartz. Quartz has a unique, refreshing approach to covering international news, and I would be honored to join your team. As I recently [did something relevant], I believe I am an ideal candidate for this position.

Though I submitted an application through the [company] portal, I wanted to follow up. My application packet (cover letter, resume, and clips) are attached here for your reference.

I can be reached at [phone] or [email]. I look forward to hearing from you! Thank you for your time and consideration.

Best,
[name]