

Always send a cover letter with your résumé. If sending an email and attaching your résumé, the contents of the email serve as the cover letter. Because the cover letter is seen first, it should be well-written and targeted to the specific ministry.

The purpose of a cover letter is to introduce yourself and state why you are sending your résumé—your particular interest in the position, and why you believe you are a good fit for their position. The intention is to make a connection between you and the ministry.

The content of the cover letter should complement your résumé, not duplicate it. Share, on a personal level, your interest in the position and your heart for serving in that capacity.

Include your name and contact information. The paper and font, if you're not sending by email, should harmonize with the style of your résumé.

Be concise in how you express yourself. It should be no longer than two to three paragraphs of two to three sentences each.

- First paragraph – reference any previous contact with them or tell them how you learned about their position. Create an atmosphere to encourage them to keep reading.
- Second paragraph – share why you are interested in the position, your heart for that particular ministry and why you are a good fit.
- Third paragraph – encourage them to contact you if additional information is needed and thank them for their time.

A sample cover letter is below. Use it only as a guide. Don't copy it verbatim—the grey dots represent spaces. This letter should express your heart and personality.

Date

.

Name of ministry

Address of ministry

.

.

Dear ,

.

It was a pleasure to speak with you earlier this week regarding the (name of position) at (name of ministry). I was encouraged to learn more about your ministry and the exciting potential to serve in the different ministries flourishing there.

.

It is my prayer that in the following pages you will catch a glimpse of my heart and calling towards serving in your type of ministry. I understand the importance your ministry has in serving the body of Christ and consider it a privilege to lead and develop a body of believers in that capacity.

.

Thank you for your time and consideration. If you have any further questions or need additional information, please don't hesitate to contact me. I look forward to hearing from you.

.

Sincerely,

.

.

Name

Your address

Your phone

Your email