



Cover Letters

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What is a cover letter?

- A cover letter is simply a letter introducing you and your resume to the employer.
- You must always include a cover letter when mailing a resume.
- The employer will understand why you are interested in the organization and why you think you are qualified for a position.
- It should grab the employers attention and point out why you, above all other applicants, should be contacted for a personal interview.




Basic Information

- Your name and personal information
- Date

- Your employers information
(Tip: Use the interviewer's name)

Please see sample cover letter



1st Paragraph: why I'm writing to you

- Why you are writing ex) which position you are applying for
- How you heard about the position
- why you are interested in this position or organization
- Highlight your most salient qualifications

2nd Paragraph: middle paragraph(s)

- Relate to your education, experience, skills and background to the particular position or the organization's needs.
- Refer to the enclosed resume for details and highlight the specific accomplishments and competencies that could be useful to the organization.
- * If your education, experience, and general qualifications are numerous, you may want to write a separate paragraph on each of these areas.

Last Paragraph

- Indicate your plans for follow up contact and refer to the enclosed resume (or other documents).
- Thank the reader for his/her time on your behalf.

Tip: Arrange to call them to set up an appointment.
"please call me" vs "I will call early next week"

- A) they will file the resume
- B) they will read the resume so they can intelligently discuss it when you call.
- C) It shows that you have initiative and determination.



Ending

- Sincerely,
- *Your Signature*

(Be sure to sign your letters. Black ink is suggested)

- *Your Name*

- *Enclosure(s)*

Tips

- Use exciting language. Sound enthusiastic and energetic
- Research the company and the specifics about the position so you can tailor your letter to the needs of the organization.
- Highlight your accomplishments. Do not give a list of the jobs you have held; that is on the resume.
- Show the employer what you can do for the company.
- Keep your letter short and simple. This is not the time to tell your whole life's story.
- Use good quality paper that matches your resume paper and envelopes.



AVOID

- Do not use contractions (I'd, didn't, it's).
- Spelling, grammar, or punctuation mistakes



Microsoft Office Online

- <http://office.microsoft.com/en-us/templates/CT101467921033.aspx>