

HELPFUL HINTS FOR WRITING A COVER LETTER

WHAT IS A COVER LETTER?

It's a letter of introduction that highlights your key accomplishments and fit for a job opening. A cover letter adds focus to your resume. Few employers seriously consider a resume that is not accompanied by a cover letter; thus, a cover letter needs to be part of your job-search strategy. Each cover letter **must** be tailored to each job, each employer.

WHY IS A COVER LETTER SO IMPORTANT?

A resume is of limited value to an employer if he or she doesn't know what kind of work you want to do. A cover letter tells the employer the type of position you're seeking -- and exactly how you are qualified for that position.

Present Your Resume and Cover Letter in a Professional Manner

Use ACTIONS verbs!!

USE YOUR COVER LETTER TO YOUR ADVANTAGE!!

Your cover letter can explain things that your resume can't. If you have large gaps in your employment history, reentering the job market or changing the focus of your career, or relocating and conducting a long-distance job-search, a cover letter can explain these circumstances in a positive way.

- What are some of the most important tips when writing a cover letter?
- Whenever possible, address your cover letter to a named individual
- Grab the reader's attention by writing an appealing first paragraph
- Highlight your three to four key accomplishments/skills/experiences
- Focus on the fit between your qualifications and the job requirements
- Whenever possible, relate yourself to the company
- Never include any negative information
- End your letter by requesting an interview
- Mention that you will follow-up your letter -- and then do so
- Cover letters should be kept to under one page; electronic versions even shorter

Type your final product, unless the employer has requested otherwise!

*ELIMINATE ERRORS!
Have your Cover Letter and Resume PROOF READ!!*

Be Concise and Be Brief!!

Cover Letters should be no longer than 1 page and Resumes should be 2 or 3 pages at the most! Length depends on education and experience.