



## COVER LETTERS

### WHAT IS A COVER LETTER?

- ✍ Also known as a “Letter of Application”
- ✍ Three to four paragraphs
- ✍ One-page document
- ✍ Accompanies your resume when applying for or inquiring about a job
- ✍ Should be clear and concise
- ✍ Enables you to display your communication skills
- ✍ Error free
- ✍ Individually typed
- ✍ (Re)Emphasize why they should hire you
- ✍ always address it to a particular person, not “Dear Sir” or “Personnel Manager”
- ✍ Research the company-know what they want; find out what their problems are or might be; tell them how you can fulfill their needs.

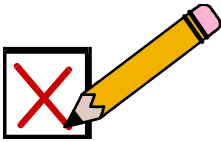
### WHAT INFORMATION TO INCLUDE IN A COVER LETTER

- ✍ Letter has three (3) sections
  1. Tell employer exactly what job you are applying for and where you heard about the job.
  2. Highlight your qualifications
  3. Ask for an interview; take initiative
- ✍ Refer reader to enclosed resume
- ✍ Highlight your qualifications for the position; pick out those qualifications that were specifically mentioned in the want-as; job lead; or are necessary for the position you are applying for
- ✍ Accent the positive
- ✍ End with a “Thank you”

## GUIDELINES FOR A COVER LETTER

- ❶ **First Paragraph** In your initial paragraph, state the reason for the letter, name the specific position or type of work for which you are applying, and indicate from which resource (placement center, newspaper, friend, website) you learned of the opening.
- ❷ **Second Paragraph** Indicate why you are interested in the position, the company, its products or services. Above all-WHAT YOU CAN DO FOR THE EMPLOYER. If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position. If you have some practical work experience, point out your specific achievements or unique qualifications. Try not to repeat the same information the reader will find in the resume.

- ③ Third Paragraph Refer the reader to the enclosed resume or application, which summarizes your qualifications, training, and experiences.
- ④ Final Paragraph In the closing paragraph, indicate your desire for a personal Interview and your flexibility as to the time and place. Repeat your phone number in the letter and offer any assistance to help with a speedy response. Finally, close your letter with a statement or question that will encourage a response. For example, state that you will be in the city where the company is located on a certain date and would like to set up an interview. Or, state that you will call on a certain date to set up an interview. Or, ask if the company will be recruiting in your area.



**NEVER SEND A RESUME TO AN EMPLOYER WITHOUT A  
COVER LETTER**