

Cover Letters

Never send a resume to a prospective employer without a cover letter.

General format of a cover letter

- First paragraph
 - Introduction: Why you are writing
 - What position you are applying for
 - How you became aware of the opening
- Second paragraph
 - Brief statement of why you are qualified for the position
 - Elaborate on professional and personal skills
- Third paragraph
 - Closing Statement and Where you can be reached
 - Thank the employer

Tips for cover letters

- If possible, address the letter to a specific person
 - “To Whom It May Concern” or other impersonal openings are not acceptable.
 - Contact the employer for the correct spelling of the person if you need to.
 - Mention where you heard about the job opening
- Make no errors in grammar or spelling in the letter
 - Review your letter carefully
 - Have a second person review the letter for accuracy
- Personalize the contents of the letter
 - Form letters are offensive to some human resources personnel
 - If you can’t personalize the letter in some way, don’t send it
- Present yourself in a professional format
 - Use standard business letter format
 - White or light beige stationary is recommended
 - Indicate the enclosures
- Target your skills and experiences
 - Get to know the company to know what skills to highlight
 - Elaborate on a relevant job or skill mentioned in your resume
- Define the next step
 - Close on a positive note. Let them know you have interest in future contact
 - Request an interview
 - Explain how you plan to follow-up with the prospective employer

Keep copies of any correspondence that you send