

Cover Letter Tips

Purpose:

To introduce you to a potential employer. The application letter is usually the initial contact. A cover letter should always be sent with a resume when applying by mail or email

When writing your cover letter, answer these two important questions:

- Why do I want this position with this particular organization?
- Why should they hire me?

Format:

- Use 8.5" x 11" good quality bond paper. Hand written letters are not acceptable
- Never exceed one page
- Include your address and complete contact information, the date, and employer name and address
- Minimize "I" statements as much as possible
- Each letter must be an original – never a copy. Keep a copy of each letter you send, or in lieu of this, information on where the letter went, to whom and the date

Content:

First paragraph (introductory)

- Identify the position for which you are applying and how you learned of it
- Include a positive statement about the organization

Second / Third paragraphs

- Focus on two or three highlights from your educational, work, volunteer or personal experiences
- Focus on transferable skills
- If responding to an advertised position, answer the ad based on what the employer is seeking

Final paragraph (closing)

- Refer the reader to the enclosed resume
- Politely request an interview