Cover Letters



Objective

- Explain the parts of a cover letter, the purpose and how to format and proofread





What is a cover letter?

- Introduces you to the employer
- One one page long
- Prepares reader for your resume



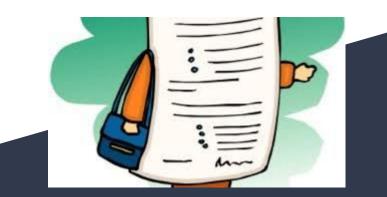
Prepares reader for your resume

- Why are your writing
- Why you are a good match for the job
- Sample of your writing abilities



Parts of a cover letter

- Heading
- Introduction
- Body
- Closing



Heading

- Contains your contact information
- Date of your letter
- Name of the person the letter is addressed to
 - Verify the person's title



Introduction

- Greeting
- Specify the position you are applying for
- Tell how you learned about job
- State why you are the best candidate for the job



Body

- Use one paragraph for each one of the qualifications you want to highlight
- Give specific examples
- Make references to your resume DO NOT repeat it

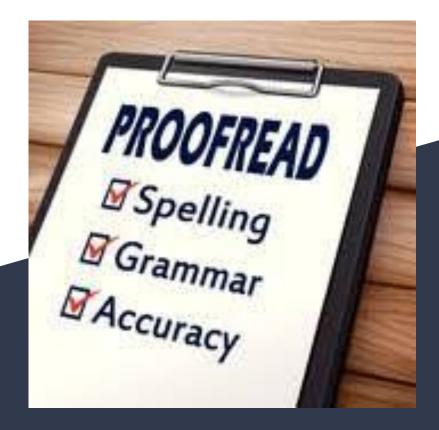
Closing

- Remind the prospective employer you are the right candidate for the job and why
- Ask for an interview
- Thank the person for taking the time to read your information
- Tell them you will follow up with a phone call



Before you send

Proofread



Proofread

- Wait a few hours after writing the letter
- Read letter
- Give to another person to help you with proofreading



Cover letters will change depending on the job!

