

DELIVER A STRONG COVER LETTER



COVER LETTER

Your cover letter is an employer's first impression of you. It sells your candidacy by highlighting aspects of your background that relate to a position.

An effective cover letter:

- ▣ Supplements your résumé – it does not repeat the information
- ▣ Showcases your professionalism and interest in the job
- ▣ Connects your qualifications to the specific needs and goals of the employer
- ▣ Personalizes the job process and motivates an employer to interview you

The cover letter includes:

Your contact information

It should copy the header on your résumé.

Date

Employer Name

Job Title

Company Name

Address

City, State ZIP

Greeting

Intro paragraph

Introduce yourself, note the specific position title and mention where you learned about it.

Body

*Summarize why you are interested in the job and how you are qualified.
Expand on relevant details from your résumé that relate to the job description.*

Closing

Ask for the opportunity to interview for the position and note your availability.

Sign off and signature

"Sincerely" is safe. Leave room for your signature if mailing a hard copy.

! PRO TIP

If you do not have a specific person's name, use "Hiring Manager."

! PRO TIP

Use a professional email address for your résumé and job applications.

*For example: JamieLPark@gmail.com = **PRO***

*JamaLamaDingDong214@yahoo.com = **NO***