

Cover Letter Warm Up

If you are mailing or otherwise delivering your resume rather than including it with an application or presenting it in person, a cover letter is a good idea.

A cover letter introduces you to the employer and can provide a little more personality or additional information beyond your resume. You can explain why you are particularly interested in working for the specific company or the specific job. You can emphasize your goals or experiences beyond those listed on the resume.

Cover letters should still be short, specific to a particular job, not a repeat of the information on your resume.

This article and short video give a good overview of cover letter do's and don'ts. [What is a Cover Letter](#)

Example Cover Letter

As you develop your cover letter in this module, THINK ABOUT your knowledge **of the specific job** and **your skills**, and the **format** used and content selected to communicate your first impression to an employer.



It is often said that a cover letter is a more detailed version of your resume. Based off of that statement, answer the following questions.

1. What specific duties/tasks are on your resume and can you explain and use as examples in your cover letter?
2. What skills did you list that you can give examples of?
3. What can you do to make the best first impression in a formal written document?