

Cover Letter Overview

- Keep within 1 page
- Tailor the cover letter to the specific job you are applying for. Do not just use a blanket letter for every job.
- Add some personality! You can use a more personal tone than the resume.
- Be assertive and sell yourself.
- Explain why you would be an asset to the company and how you can help prospective employers reach their goals. Remember this is about THEM, not you!
- Why do you want to work for this company/business? What do you admire about them? Feel free to butter them up a bit!

First Paragraph:

- Identify the position for which you are applying. This paragraph should entice the reader with benefit-driven sentences.
- State how you learned of the position and why you are interested in the position/organization.

Second Paragraph:

- Summarize why you are a strong candidate for the position, highlighting any major achievements.
- Target your skills relating to the job requirements.
- Highlight one or two accomplishments or abilities that show you are an excellent candidate for the position.
- Sell yourself as a candidate based on your experience, education, skills, and qualifications.

Closing Paragraph

- Thank the person for considering your resume and offer to provide additional information.
- Include your phone number and when you can be reached.