

Cover Letters

- Length should be between ½ and 2/3 page long
- Letters should be **ERROR FREE**
- Content should be tailored to the job you are applying for (consider specific needs of the employer and the position)
- Paper used should be the same size, grade, and color as the resume paper
- Only a few acceptable abbreviations: State, Middle Initial, and Company Name

3 Paragraphs

Paragraph One

1. Gain the employers attention
2. Give reason for writing: tell which job you are interested in
3. Indicate where you found out about the job

Paragraph Two

1. Justify the employers interest in you by relating your qualifications

Paragraph Three

1. Thank them for their time
2. Ask for an interview
3. Give phone number