

Cover letter

“Let me introduce myself”



Students will,

through a professional business letter:

- Explain why you are sending a resume,
- How you learned about the position or organization
- Convince reader to choose to look at your resume
- Describe elements of your background including educational and leadership skills
- Support your employment candidacy with reflections on attitude, personality, motivation, enthusiasm, and communication skills

Why write a cover letter

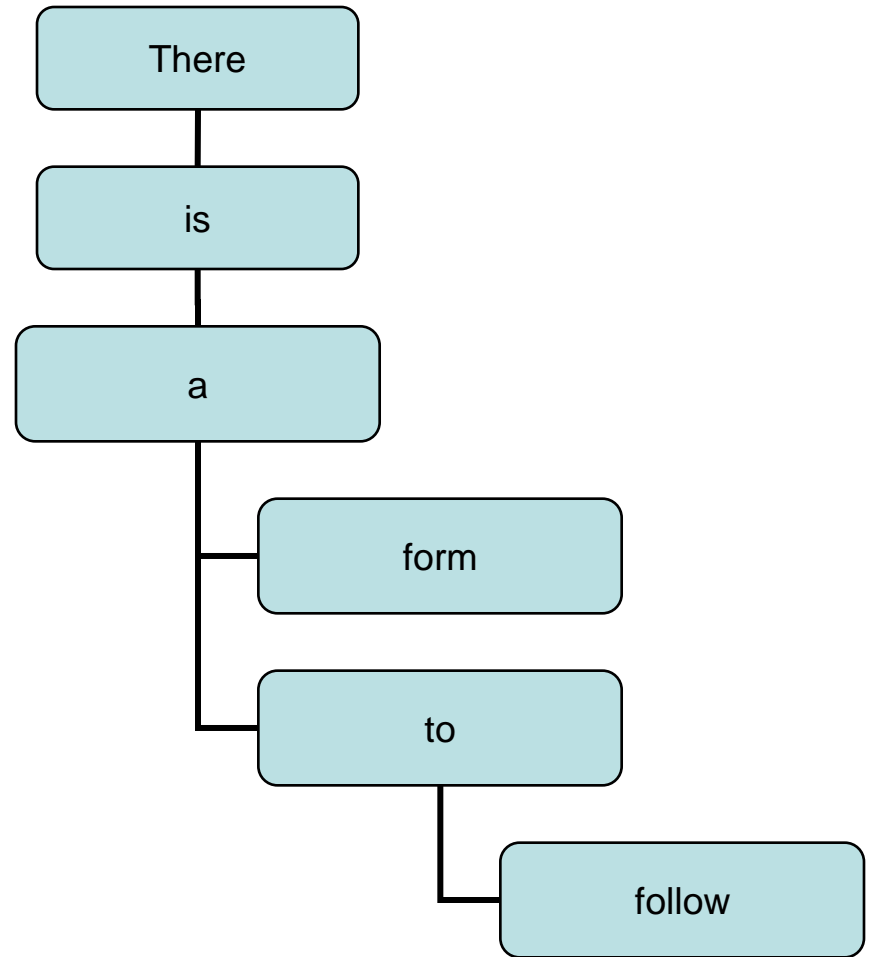
1. When applying for a job a cover letter should be sent or posted with your resume.



2. A cover letter introduces you and provides a *road map/hook* to your resume



Cover Letter Format



Your Contact Information

Name

Address

City, State, Zip Code

Phone Number

Email Address

Date

Employer Contact Information

Name

Title

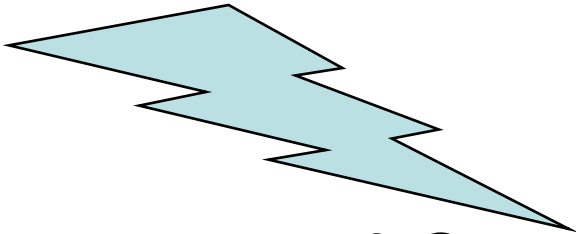
Company

Address

City, State, Zip Code

Salutation

Dear Mr./Ms. Last Name:



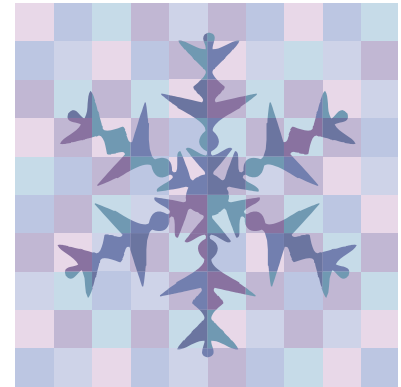
- **Body of Cover Letter**

The body of your cover letter lets the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow-up.

First Paragraph

1. The first paragraph of your letter should include information on why you are writing.
2. Mention the position you are applying for and where you found the job listing.
3. Include the name of a mutual contact, if you have one.

First paragraph is short;



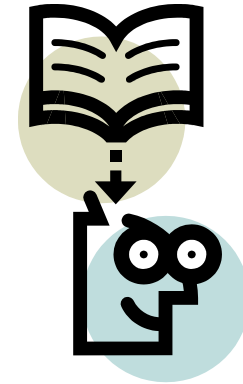
Unlike the winter of 2008!!!!

but, not one sentence.

Middle Paragraph

- The next section of your cover letter should describe what you have to offer the employer. Mention specifically how your qualifications match the job you are applying for.

Remember,



You are interpreting your
resume, not repeating it

Know the company you are
applying to

- Bullets are useful in
highlighting qualifications
- “Mesh” your qualities and
qualifications with
advertised job or
company mission

Final Paragraph

Conclude your cover letter by thanking the employer for considering you for the position.

**Include information on how you will follow-up.

Complimentary Close

- Respectfully yours,
- **Signature Handwritten Signature** (for a mailed letter)
- **Typed Signature**
- Enclosure (if enclosing supporting documents)

What does it look like????

