Cover Letters

Purpose of a Cover Letter:

to sell your qualifications to the reader introduce yourself to an organization create the first impression of your ability to communicate motivate the employer to review your resume

Important facts:

Cover letters are brief yet informative; no more than one page.

3 parts: 1) opening

2) main body lists two to three relevant major accomplishments, experiences, skills, etc. that gives the reader good reason to interview you 3) closing expresses a desire for future communication Reflect some evidence of your knowledge regarding the business or organization;

Address the letter to a person (double check spelling and title), unless absolutely impossible. Try calling Human Resources or receptionist for information, too. Brag about yourself and your achievements. You can be confident when sharing your qualification