

## Writing a Cover Letter

### Write a Winning Cover Letter

The main goal of the cover letter is to help you obtain an interview. It is written as an introduction to your resume, highlighting those skills and an experience most suited to the position, and offers the prospective employer a taste of your character and level of interest.

**FACT:** Most employers say they won't give a resume a second look if it is not accompanied by a cover letter.

### Creating Your Cover Letter

#### Content

Create an individualized cover letter for every resume you send.

- Be honest and professional.
- Always address your letters to a specific individual with his or her correct title and business address.
- Your letter must not have errors in spelling, grammar, or punctuation.
- A cover letter should address the needs of the employers and reflect your skills and experience that can address those needs.
- Keep the cover letter to one page.
- Use a business letter format (full block letter format).
- Structure your cover letter with three or four paragraphs.
- Include your contact information.
- Make your letter easy to read.
- Make sure your margins on all sides are equal.
- Print your cover letter on the same paper stock as your resume

### SAMPLE COVER LETTER

Your Address  
City, State, Zip  
Date

Ms. Sue Career  
Senior Staff Recruiter  
XYZ Company  
Address  
City, State, Zip

Dear Ms. Career:

### **Opening Paragraph**

Come to the point. Reveal your purpose and interest. Mention which job you are applying for, as well as when and where you saw the advertisement.

### **Middle Paragraph(s)**

Market yourself! Outline your strongest qualifications that match the position requirements. Provide evidence of your related experience and accomplishments. If you do not hold the exact skills required of the job, this is where you should highlight the transferable skills you have that do relate to the position. Point out how your specific achievements, skills, and unique qualifications will make you an asset to the organization. Indicate why you are interested in the position and what you can bring to the position.

### **Closing Paragraph**

Suggest an action plan. Request a personal interview. Include your phone number (with area code). Thank the reader for taking the time to consider your credentials.

Sincerely,

Need A. Job

Enclosures