

THE COVER LETTER

The cover letter communicates to a prospective employer that you are interested in obtaining a position with his or her company. It is usually sent with a resume. Consider the following points when writing the letter:

- ◆ State the purpose of your letter in the first paragraph. Name the position you are applying for and how you heard of the opening.
- ◆ Explain how the experiences or abilities listed in your resume related to the company's goals or to the duties of the position.
- ◆ Avoid the use of slang, idioms or acronyms.
- ◆ Check for spelling, punctuation and grammatical errors. Have the letter critiqued.
- ◆ Keep the letter to one page, neatly typed on good quality paper.

TEN TIPS TO GREAT COVER LETTERS

1. Include important information. (e.g. your name, address and telephone number (including area code), e-mail address and fax)
2. Address your letter to a specific person within the company.
3. Make the opening sentence an attention getter.
4. Write a letter for each specific job/company
5. Describe your skills as they relate to the job.
6. Always type and proofread your cover letter before sending it out.
7. Use action words to describe your accomplishments.
8. Be confident, creative and enthusiastic.
9. Keep a copy of every cover letter you send out.
10. Request a response or an interview.