

# COVER LETTERS



## **1<sup>st</sup> Paragraph:**

WHY??? Explain why you are writing. Tell them what job you are applying for...position, field, or general career area about which you are interested. Also, include how you heard of the opening or organization.

## **2<sup>nd</sup> Paragraph & 3<sup>rd</sup> Paragraph:**

Mention one or two of your qualifications that you think would be of greatest interest to the organization. Tell why you are particularly interested in the employer, location, or type of work. If you have had related experience or specialized training, be sure to point it out.

## **4<sup>th</sup> Paragraph:**

Close by making a request for an opportunity to visit the employer. Indicate that you will follow up with a phone call about the possibility of a meeting.

# COVER LETTER DO'S AND DON'TS



## **DO:**

1. Type cover letter, no matter how good your penmanship is
2. Use a standard business letter format (see handout)
3. Mention what job you are applying for
4. Address the letter to a specific individual whenever possible
5. Emphasize what you can do for an employer rather than what an employer can do for you
6. Show enthusiasm throughout your letter
7. Sign each letter
8. Be brief, concise, and to the point

## **DON'T:**

1. Be gimmicky in an attempt to be original or clever
2. Overload with the constant use of the word "I"
3. Make spelling or grammatical errors; have someone else read it over before you send it
4. Get too creative and cutesy with fonts and paper
5. Send a copy of a generic letter that you are sending out to many potential employers