Cover Letter :: Guidelines

A cover letter is written in business letter format. This includes an appropriate Heading, Greeting, Body, Closing and Signature.

A cover letter provides you with an opportunity to**:**

: : Refer your application materials to the correct person or department.

The cover letter is especially effective when you send it to the right person. If necessary call the business for the name and title of the person who should receive your documents. In the case of a blind ad, use the title only, e.g.; "Personnel Director", "Hiring Manager", etc.

: : Formally introduce yourself and get the attention of a prospective employer.

State the position you are applying for in the first paragraph of your cover letter. You may include the company name to personalize your introduction.

: : Highlight in detail how your skills and experience meet the company's current employment needs.

Address the specific employment requirements that are outlined in the job description. In the body of your cover letter, include how your skills and experience match the duties of the job. Elaborate and emphasize significant information regarding experience, education and technical knowledge similar to those the employer used in their posting. Do not simply repeat what is on your resume. This section is the most important part of your cover letter. You may also use bullets to emphasize specific points.

: : Ask the employer for an interview appointment.

Thank the employer for their consideration of your application and inform them how to contact you. Include your phone number and availability.

: :Cover Letter Assignment Write a cover letter. Must be completed to be subscribed to the listserv.

Review text on this subject**. Review <u>sample cover letters.</u>**

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