

Cover Letter Writing

Version 7

Published 10/26/2021 by **Gerald Encabo** Last updated 10/27/2021 7:09 PM by **Gerald Encabo**

Take the time to write a good cover letter, it is the employer's first impression of you. A cover letter supports your resumé by offering an introduction, reasons why the employer should hire you, and a proposal for further action.

Tips

Create a noticeable cover letter:

- Tailor your cover letter to each job
- Use industry-related language
- Ensure that it's complete with contact information and is consistent with your resumé
- Focus on two or three main reasons why you are the best candidate
- Proofread to make sure there are no spelling and grammar mistakes
- Whenever possible, match the cover letter design to that of the resumé

Content

- Your contact information that is consistent with your resumé
- Date
- Addressed to a specific person and title. If unknown, consider using "Dear Hiring Manager"
- The first paragraph
Identify the position you are interested in and should entice the employer to read further
- The body
Highlight your relevant skills, experience, education and accomplishments that would qualify you for the position
- The closing paragraph

Reaffirm your interest, thank the employer for their time and consideration, and request an interview

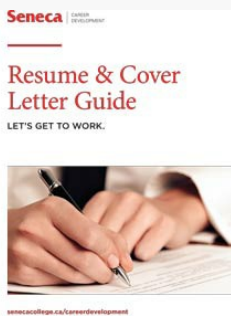
- [Cover Letter tips](#)

NEED MORE HELP?

Come to our [Cover Letter Workshop](#)

GUIDE: RESUMES & COVER LETTERS

Download our [Resume & Cover Letters Guide](#)



tags : cover-letter-writing