

Cover Letter Writing

Version 5

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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

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