

COVER LETTER TIPS

A cover letter is an essential document to include with your resume. Please keep in mind the following helpful suggestions when developing your cover letter:

- 1) Always send a resume with a cover letter
- 2) Always send an individual cover letter with each resume
- 3) Keep your letter brief and direct
- 4) Always address your letter to a specific individual, with the correct spelling of their name and title
- 5) Always proof read both the cover letter and resume for: clarity, correct spelling, and typing.
- 6) Let your letter express who you are, but be careful to stay within the context of the position
- 7) State that you have researched the company, and are truly interested in a position there.
- 8) In the 1st paragraph let the reader know how you researched them, what you know about the company, and briefly state what you have to offer
- 9) Particulars of your background show why you should be considered as a applicant for the position
- 10) In closing, always ask for an interview, and specify when you will be calling to request the interview
- 11) Use informational interviews to find out information about the job you want (be tactful and discreet of course). Later state that you spoke with individuals in the company, and that these dialogues increased your interest in the company.
- 12) Be sure to list positive qualities and attributes, to write in a formal vs. familiar manner, and to be prepared with your materials
- 13) Highlight relevant knowledge and accomplishments from your resume that correspond with the firms stated needs
- 14) If your cover letter and resume show that your talents correspond with the company's needs, then you're on the right track!