

## Cover Letter

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A cover letter is your first introduction to a potential employer. Well written cover letters demonstrate your effectiveness in communication (at least in writing) and that you pay attention to detail. Cover letters also convey your qualifications related to the position you are applying for. Follow the tips below to write a great cover letter.

### **Personalize your cover letter.**

- Your cover letter will be in memo format and formal, but you want to get the name of the hiring manager so you can address him/her directly.
- Your cover letter should be related to the specific position you are applying for.
- If you have a mutual contact with the hiring manager and you have that person's permission to use his/her name, drop it early in the cover letter.
- Make sure your cover letter aligns with your resume.

### **Style is important.**

- Your cover letter should be no more than one page long.
- Cover letters should begin by expressing interest in the position (include the job title and job number)
- The body (no more than 4 or 5 sentences should give specific examples of why you are qualified for the job).
- Use action words and key words found in the job opening. Use present tense and make sure you have ZERO spelling and grammatical errors.
- Hard copies should have your signature and be high quality paper like your resume.

### **Close with a commitment to follow up.**

- Your close should be formal and gracious.
- Make sure you mention that you will follow up within three if you receive no response.

Included are a cover letter example and a template to get you started.