

Writing a Cover Letter

Cover Letter Tips:

Whether you are giving a resume to a potential employer or e-mailing it, you should also give them a letter which tells them a little more about you.

Here are some elements of a cover letter:

- Should be different for each job you apply to
- Tell why you want the job
- Tell why you are the best fit for that position
- Talk about how you have some of the key skills from the job description
- Include something about the company to show that you know something about the company

Cover Letter Template:

Dear [Name of Person at Company]:

I am applying for [job position] at [company]. My experience as a [previous similar positions] have prepared me for this position. [In this sentence, give one example of something you did good at this job(s), especially if it something you will do at the new job]. I have developed skills of [list skills] in these positions. [In this sentence, give one example of how you are good at this skill]. Thank you for considering me for this position. I will [call or e-mail] you in a week to talk about setting up an interview.

Respectfully yours,

[Name] (Needs to be handwritten if you are mailing the letter)