

Suggestions for Writing Cover Letters

1. You should capture the reader's attention before you actually mention that you are applying for a job, the position you are applying for, and the type of work you are seeking. This can be achieved in several ways.

- Summarize your strongest most relevant qualifications and how they can benefit the company
- Open with the name of the person who suggested you apply for the job
- Identify the source where you saw the companies advertisement and how you meet the requirements for the position
- Ask an attention getting question that shows your knowledge of the company's challenges, needs, and goals and your interest in helping them.
- Mention a publicized news story that relates to the company and its industry and tie it in with your desire to work for them
- Lead into why you want to work for the company with a personal opinion, information about your current position, or your previous experience with the company and/or its employees
- Be creative

2. In the next several paragraphs you need to prove that you are the right candidate for the job.

- Present your qualifications for the job by highlighting related experience, education, training, or interests from your resume
- Maintain a business-like tone and avoid exaggerating and boasting by demonstrating your knowledge, specific achievements and recognized trends
- Describe how your experience, education, and personal qualities are all linked together to fit the job's requirements
- Make a reference to your enclosed resume

3. The closing paragraph should provide information about how the reader can reach you to discuss your qualifications and interest in the position in more detail

- Repeat your strongest qualification
- Request the opportunity to meet with the reader at their convenience
- Provide your contact information and the best time to reach you
- Thank the reader for their consideration and let them know that you are looking forward to hearing from them