

# The Cover Letter

## Function

- Introduces your resume
- Persuades potential employer to read your resume
- Draws a connection between the needs of the current job opening and your skills that you bring to the job

## Format

- Should not exceed 1 page
- Polite, Business-like, and to the point language
- Single space, 10 to 12 font size, standard font (i.e. Times or Palatino)

## Anatomy

### The Greeting

- Your Address
- The Date
- Name, Title, Company, and address of the person to whom you are sending your resume
- The salutation (Dear Mr. or Mrs. X): <Use a colon not a comma after the salutation>

### The Opening Paragraph

- State why you are writing
- Name the Position or type of work for which you are applying
- Mention how you heard of the opening or organization

### The Middle Paragraph

- Explain why you want to work for the organization.
- Describe what qualifications and experience you can bring to that employer.

### The Closing Paragraph

- Request that you be contacted for an interview
- Refer to your enclosed resume
- Mention that your references are available upon request

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- \_\_\_\_\_ potential employer to read your resume
- \_\_\_\_\_ between the needs of the current job opening and your skills that you bring to the job

Format

- Should not exceed \_\_\_\_\_, Business-like, and to the point \_\_\_\_\_
- \_\_\_\_\_, 10 to 12 font size, standard font (i.e. Times or Palatino)

Anatomy

- The \_\_\_\_\_
- Your Address
  - The Date
  - Name, Title, Company, and address of the person to whom you are sending your resume
  - The salutation (Dear Mr. or Mrs. X): <Use a colon not a comma after the salutation>

- The \_\_\_\_\_
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- The \_\_\_\_\_
- Explain why you want to work for the organization.
  - Describe what qualifications and experience you can bring to that employer.

- The \_\_\_\_\_
- Request that you be contacted for an interview
  - Refer to your enclosed resume
  - Mention that your references are available upon request