

The Cover Letter



The purpose of the cover letter is to provide a high-level overview of your skills and abilities in order to generate interest for further consideration by a potential employer.

Cover letter format:

- First paragraph – introduction, past skills that match the position, the value you bring, etc.
- Second paragraph – what you have to offer
- Third paragraph – your contact information

When reviewing your cover letter, ask yourself:

- Have I tailored the contents to this specific role?
- Does it clearly state how my abilities/background fit this position?
- Is it thorough but straightforward?
- Is it free of spelling mistakes and other errors?