

COVER LETTER TIP SHEET



Writing a Successful Cover Letter

What Is a Cover Letter? A cover letter is an introduction letter stating your interest in a job and explains why you are sending your resume. It tells the employer how you learned about the job opening, and it convinces him or her to look at your resume. According to CareerOneStop, your cover letter is just as important as your resume. Click here to read [why](#).

Cover Letter Tips for Success:

- In your cover letter, be sure to provide any information requested in the job advertisement that might not be included in your resume.
- Do your research. Show the employer that you know about the company.
- In your cover letter, note that the resume is enclosed or attached.
- Check to see how the employer would like to receive resumes and/or applications. Some prefer e-mail over hard copies.

Cover Letter Resources:

- <http://careeronestop.org> Get tips on writing a successful cover letter and view a suggested template.
- <http://msn.careerbuilder.com> Search cover letter examples.

Cover Letter Example

Your Street Address

City, State ZIP Code

Date

Name of Employer

Employer's Job Title

Name of Company

Street Address

City, State ZIP Code

Dear Mr. or Ms. Employer:

The first paragraph should briefly tell the employer why you are interested in the position, why the company appeals to you, and most importantly, what you can bring to the company.

The second paragraph should tell the employer how you found out about the position for which you are applying. Also, tell the employer how you got his or her name and contact information.

The third paragraph should refer to your resume, which will be [enclosed in the envelope/attached to the email]. Reference the skills and work experience on your resume that pertain to the position for which you are applying. Mention your education and the certifications that you have obtained.

The final paragraph should initiate a follow-up. Tell the employer that you will contact him/her in 2 weeks, and be sure to do it. Offer any form of contact that will result in a quick response from the employer. The cover letter is your opportunity to show the employer who you are and why you are the right person for the job. Proofread the letter for mistakes several times before you send it. Read it over and over yourself, and let your CTS counselor review it too.

Sincerely,

(Written Signature) [if mailing hard copy of resume to employer]

Your Name

Enclosure [if mailing hard copy of resume to employer]