



What a Cover Letter Can Do for You

- Gets your resume to the right person (if you have found out who that person is).
- Identifies the specific job you're seeking. A supervisor may be looking to fill a number of positions.
- Persuades the reader to look at your resume. A good cover letter can make sure your resume is one that gets read.
- Focuses the resume on a specific job opportunity by 'speaking' directly to the requirements of that position.
- Sets the stage for the future. It tells the employer what you intend to do to pursue the job opportunity (i.e., call on a certain day and time to follow up).

Strategy

- Do your research to determine to whom the letter should be addressed. Who is the hiring manager? Who is the recruiter? This can be difficult information to track down. But email networking and informational interviews are the best ways uncover these invaluable leads.
- Compare the job requirements with your qualifications and make a list of how your skills and experience match the minimum and preferred qualifications.
- Highlight your unique strengths that match their needs.

Basic Tips

- Keep your cover letter to less than one page if possible; no more than two pages.
- Address it to the correct hiring manager or recruiter.
- Ask your reference if you can mention their name in the cover letter.
- Use standard business letter format. Cover letter template:
<http://jobstar.org/tools/resume/ctemp.php>
- Avoid duplicating information "word for word" that is already contained in the resume.
- End the letter on a note of action. Tell them when you will call to follow up.
- Proof read for grammar and spelling. Ask another person to proof read as well before you send it.