



CREATING A COVER LETTER

A cover letter should be attached to every resume that you send out. This document is actually the first document that the prospective employer sees. Therefore, this is really opportunity to make a good first impression. The cover letter is a means to specify and/or emphasize any pertinent qualifications. A resume can be written in a general tone if a well written cover letter giving specifics accompanies the resume. Cover letters should contain the following information:

FORMAT

- **INTRODUCTION.** The introduction should create an immediate interest for the reader. They should want to know more about you.
- **BODY.** This is the portion that should describe your qualifications, skills and abilities and how they apply to benefiting the prospective employer.
- **CLOSURE.** The closure should thank the reader for their time and consideration and initiate an interview with the prospective employer.

GUIDELINES

When creating a cover letter, use the following guidelines:

- **OUTLINE.** Always start with an outline to get the main points organized.
 - List the key points that you want to make.
 - Organize points into groupings.
 - Arrange groupings into logical sequence based upon importance.
 - Edit.
- **INTRODUCTION PARAGRAPH.** Capitalize on this. Again, this is what sparks the reader's interest.
- **CLOSING PARAGRAPH.** Indicate the result you desire and ask for an interview.
- **COMPILATION.**
 - Start with a draft. Write and rewrite until you are completely satisfied with the flow of the text.
 - Use positive language.
 - Write in your natural writing style.
 - Present facts in a logical sequence.
 - Emphasize facts the employer wants to know.
 - Limit letter to one page.
 - Use standard letter format.
 - Return address
 - Date line
 - Salutation
 - Body
 - Complimentary Closing
 - Enclosure (Remember, you will be enclosing your resume!)
 - Use your stationary that matches your resume.
 - Do not Forget to sign the letter. Blue ink is preferred.