Cover Letters

Typically, the cover letter accompanies a resume and allows you, the applicant, to specifically address your skills, education and experience as they relate to the job you are applying for. Cover letters should be no longer than one page in length and written in business-style. The cover letter serves as an introduction as to why you are applying and gives a detailed description of your background.

A cover letter provides the employer with a first impression, and if well written, will stimulate further interest in your resume and application.

Guidelines

1. Make each letter specific to the job.
2. Indicate the position for which you are applying.
3. Keep to one page.
4. Write in business format.
5. Avoid a “mass produced” appearance.
6. Highlight relevant skills, experience, education and accomplishments as they relate to the specific job.
7. Be positive and never include negative information about your current position or employer.
8. Proof for spelling, typing or grammatical errors.
9. Be clear and concise in your communication.
10. Close letter with information on where and when you can be reached.
11. Keep a copy of each cover letter sent to track which positions you applied for.