

Cover Letter Tips

Introduction:

- ✓ Mention the specific position for which you are applying
- ✓ State where you found the position (be specific)
- ✓ Give your most impressive qualification
- ✓ End by making a connection between what they need and what you have to offer

Body Paragraph (s):

- ✓ Highlight your accomplishments; avoid listing jobs held
- ✓ Make the accomplishments fit with the job description
- ✓ Show the employer what you can do for the company
- ✓ Don't include all of your work experiences; focus on the ones that apply to the job description
- ✓ Always make connections between what you have to offer and what the employer needs; mention the company by name

Closing Paragraph:

- ✓ Make a final pitch as to why you are the best candidate
- ✓ Arrange to set-up an interview or at least let them know how to contact you

Mechanics:

- ✓ Use concise language
- ✓ Use active verbs
- ✓ Use active versus passive voice