

## GUIDELINES FOR COVER LETTER WRITING

**First Paragraph.** In your initial paragraph, state the reason for the letter, name the specific position or type of work for which you are applying, and indicate from which resource you learned of the opening (newspaper, friend, relative, placement office, etc.)

**Second Paragraph.** Indicate why you are interested in the position, the company, its products or services - above all, what you can do for the employer. If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position. If you have some practical work experience, point out your specific achievements or unique qualifications. Try not to repeat the same information the reader will find in the resume.

**Third Paragraph.** Refer the reader to the enclosed resume or application form, which summarizes your qualifications, training, and experiences, or whatever medium you may be using to present yourself.

**Final Paragraph.** In the closing paragraph, indicate your desire for a personal interview and your flexibility as to the time and place. Repeat your phone number in the letter and offer any assistance to help in a speedy response.

Finally don't forget to thank the reader for reviewing your letter and resume.

### Tips:

- Cover letters should accompany your resume whenever possible.
- Keep your letter to one page in length.
- When emailing the letter, the letter should be the body of the e-mail.
- Always try to address the letter to the person or department. Never use "To Whom It May Concern" or "Sir/Madam".
- Be sure to proofread and use proper grammar.
- Letter should be printed on quality paper that matches your resume.
- Avoid beginning every sentence or paragraph with the word "I".

