

2. Complete a Cover Letter:

A. Write a cover letter for a job in which you would legitimately be considered for employment at this time.

What is a Cover Letter?

A cover letter is a personalized, three paragraph business communication which generally accompanies an applicant's resume. The purpose of the cover letter is to let the business know that you are interested in working for them. The goal is to get an INTERVIEW.

Address: Identify a specific local company. Include their address and the name of the hiring manager (or address the letter to the "hiring Manager").

Date: Include the date you composed the letter.

1st Paragraph: Identify the position to which you are applying and why you are interested in working for this employer. It is beneficial to add a comment about how you learned about the position.

2nd Paragraph: Explain how your skills, experiences and/or your personal character traits match the job. Focus on how the company would benefit from hiring you – NOT on how you will benefit. You could mention any positive comments you have received from others regarding your work ethics, awards you have received and/or formal recognition for a job well done.

3rd Paragraph: Thank the business for their time and considering you for employment. Let them know you look forward to meeting with them for an interview.

Salutation: Be sure to end your letter with salutation (Sincerely, etc.), your type written name AND a written signature.

Remember, the purpose of a cover letter is to get an interview!