

Cover Letter

A cover letter is an important job search tool! It introduces you to potential employers and provides a summary of your skill for a **SPECIFIC JOB**. Below are 7 tips that will get you started in the right direction.

1. **Addressing the letter.** It is best to address the letter to a *real person*. It will probably take so research on your part to identify the correct person, but the effort will get the letter into the hands of the right person. Call the company and ask if for the name of the hiring manager.
2. **Get to the point.** Your cover letter *should never be more than one page*. In the first line (or two) mention where you learned of the job opening and the title of the position to which you are applying.
3. **Show off your company knowledge.** Include what you know and/or like about the company in the first paragraph. For example, you might comment on a positive experience you had with this company, their good products or their reputation in the community.
4. **Answer their needs.** Help the employer see how you meet their needs. Carefully read the job posting/description. When describing your experience, skills, and/or education link them to the position to which you are applying. If they require a Food Handler's Card, explain how long you have had yours, or when you expect to obtain one. If they ask for someone responsible, explain what your responsibilities have been in past jobs/experiences.
5. **Show, don't just tell.** Don't just "say" you have a skill, give an example of how/when you used that skill. For example; if the position requires good customer service, give an example of when/how you demonstrated this skills. (*When I worked as a volunteer for the little league snack shack, I was told by other volunteers that I had a cheerful attitude.*)
6. **Thank them for their willingness to review your resume/application.** You want to end on a positive note, and everyone appreciates a thank you. Don't be "gushy"; sincerity is the key.
7. **Read and read again.** It's always a good idea proof read a couple of times to ensure you do not have any typos, spelling or grammatical errors. BUT, some mistakes we just don't SEE. Give your draft letter to a friend/family member to proof read. Often they will pick up on little errors you have overlooked.