



IMPORTANT COMPONENTS OF A COVER LETTER

The Cover Letter is Your First Chance to Make a Good Impression

A cover letter is your opportunity to introduce yourself and your resume. It should be individually created for each job you apply for, and no resume should be sent without one. A well-written neat cover letter can persuade an employer to read your resume and call you in for an interview.

Types of Cover Letters:

- **A letter of application** for a posted job or internship.
- **A letter of inquiry** to find out about possible opportunities.

Paper:

- Consider printing the letter on good quality off-white paper, which is available in most office supply stores. Use the same type of paper for your resume.
- Use a matching envelope or to avoid folding the cover letter and resume consider using a larger envelope.
- Type the address on the envelope or on a mailing label for larger envelopes.

Personal Information:

- Make sure the date, your address and contact information are clearly listed.
- If possible, address it directly to the appropriate individual. You can contact the Human Resource Department or the front desk at most businesses to get the correct name. Make sure you spell the individual's name correctly. If you are unable to get a name, you could use a generic name such as (Dear Human Resource Representative :).

Content:

- Clearly state why you are writing.
- Tailor the letter to fit the specific job.
- Do not repeat every detail already on your resume. Instead, include what you can do for the employer.

Editing:

- **Check for grammar, spelling and typo errors – Have someone else proofread it too.**

Tracking Contacts:

- Keep track of all of the letters you are sending out either in a log or by keeping a copy of each letter.
- Keep a detailed record of the outcome and next steps.

Follow-up:

- Once you complete the interview, don't forget to send a thank you note.

Sample Cover Letters are available for your review and to serve as a guideline. They are not meant to be copied, as you need to develop individual letters that tell who you are.