

Cover Letter Writing Tips

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Cover letters are extremely important tools in the job search process. A dynamic cover letter that highlights your skills and what you can contribute to the employer invites her/him to read your resume for more detailed information.

Effective cover letters should convey a sense of purpose, project enthusiasm for the position, and demonstrate knowledge of the



employer's goals and needs. Employer research conducted prior to writing can better inform you of their specific needs. Keep the following tips in mind when composing your letter.

Address the letter to a specific person. This may require research on your part or a phone call to the company, but it will facilitate a more timely response from the employer. Be sure to indicate a specific job title for the person as well.

If possible, tailor your letter to the requirements of the position and the employer's needs. If you are seeking to connect with an employer but are not aware of open positions, it is also acceptable to send a letter highlighting your skills and interest in working for that employer.

Be sure to send a typed original cover letter with your resume. Sound upbeat and confident to invite the employer to read your resume. Use the active voice for a more forceful approach.

The letter should be easy to read, typed neatly on a single page (8 1/2 by 11") on

good quality paper, and free of spelling, punctuation and grammatical errors. Proofread your letter several times and make a copy to keep for your files.

Before mailing it, ask yourself the following questions.

- Is it clear? Will it impart my meaning to the reader?
- Is it concise? Do I say every thing I want to say in the fewest words possible?
- Is it well organized? Am I including relevant ideas?
- Am I projecting to the employer the contribution I can make?
- Have I expanded on areas in my back ground that are particularly relevant to the position and employer?

To obtain additional information about writing cover letters and obtain samples, visit the Career Center library. On-call counselors are also available to review your letter and offer suggestions.

Management Trainee

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