

Cover Letter DO'S

Use a professional letter style
Date the letter
Address the letter to a specific person
Highlight strengths that are key to the position
Include phone number and when you can be reached
Type your name under your signature

Cover Letter DON'TS

Send a generic letter
Use poor grammar or spelling
Repeat your resume on the letter
Write a lengthy letter

Sample Cover Letter

<DATE>

Dear Mr./Ms./Mrs. <last name>:

OPENING PARAGRAPH: <State the reason you are writing and include some information you have gathered about the company.>

MAIN BODY: <Highlight your strengths that will contribute to the company's future growth. Mention specific results achieved and how they can impact the company.>

CLOSING PARAGRAPH: <Thank them for their consideration of your resume. Request an opportunity to meet with them to further discuss your skills and experience. Provide your phone number and best time to reach you.>

Sincerely,
<Signature>

(Type your name)
(Address)
(e-mail address)

Enclosure <enclose your resume>
