

WRITE AN EFFECTIVE COVER LETTER

Your cover letter is a writing sample and a part of the screening process. By putting your best foot forward, you can increase your chances of being interviewed. A good way to create a response-producing cover letter is to highlight your skills or experiences that are most applicable to the job or industry and to tailor the letter to the specific organization to which you're applying.

	Date of Letter
Use complete title and address.	Contact Name Contact Title Company Name Street Address City, State, Zip Code
Address to a particular person if possible and remember to use a colon.	Dear _____: Opening paragraph: Clearly state why you're writing, name the position or type of work you're exploring and, where applicable, how you heard about the position or organization. A summary statement may work well here by including three reasons you think you would be a good fit for the opportunity.
Make the addressee want to read your resume. Be brief, but specific.	Middle paragraph(s): Explain why you are interested in this employer and your reasons for desiring this type of work. If you've had relevant school or work experience, be sure to point it out with one or two key examples; but do not reiterate your entire resume. Emphasize skills or abilities that relate to the job. Be sure to do this in a confident manner and remember that the reader will view your letter as an example of your writing skills.
Remind the reader of what you can do for the organization.	Closing paragraph: Reiterate your interest in the position, and your enthusiasm for using your skills to contribute to the work of the organization. Thank the reader for his/her consideration of your application, and end by stating that you look forward to the opportunity to further discuss the position.
	Sincerely,
	Your name typed

Some general rules about letters:

- Address your letters to a specific person if you can.
- Tailor your letters to specific situations or organizations by doing research before writing your letters.
- Keep letters concise and factual, **no more than a single page**. Avoid flowery language.
- Give examples that support your skills and qualifications.
- Put yourself in the reader's shoes. What can you write that will convince the reader that you are ready and able to do the job?
- Don't overuse the pronoun "I".
- Remember that this is a marketing tool. Use plenty of action words.
- Have an OCS adviser provide feedback on your letter.
- If converting to a .pdf, check that your formatting translates correctly.
- Reference skills or experiences from the job description and draw connections to your credentials.
- Make sure your resume and cover letter are prepared with the same font type and size.

Cover Letter Guide

Karin Nielsen-Saines

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author's name.

Cover Letter Guide:

How to Write an Impressive CV and Cover Letter Tracey Whitmore, 2017-12-21 Your CV cover letter and LinkedIn profile are your first communication with a prospective employer. As the job market is more competitive than ever, grabbing an employer's attention and making the right first impression has never been more important. If you compromise on the quality of your CV cover letter and LinkedIn profile, you reduce your chances of winning an interview. This book, which will appeal to anyone from entry level to board level, is a step by step guide on how to approach job hunting and achieve a killer competitive advantage by producing an impressive CV cover letter and LinkedIn profile. Invaluable views and advice from senior HR and industry professionals who are often the first point of entry are provided throughout the book. How to Write an Impressive CV and Cover Letter will support jobseekers through the entire job hunting process. It offers access to practical real life examples of CVs and cover letters that have secured interviews and helped individuals win their dream job. Readers will gain access to these documents together with valuable templates as part of the book. How to Write a Cover Letter Theodore Kingsley, 2023-06-26 *How to Write a Successful Cover Letter* 50minutes, 2017-11-03 Ready to take your career to the next level? Find out everything you need to know about writing a perfect cover letter with this practical guide. For many people applying for a job can be a long and daunting process. However, people often forget or disregard the importance of a good cover letter, even though it is generally the second thing a recruiter will read. Not to worry, this guide will show you what employers are looking for so you can write the perfect cover letter. In 50 minutes, you will be able to avoid common pitfalls when writing cover letters. Identify the most effective ways to capture the employer's attention. Understand the differences between an emailed cover letter and one sent by post. ABOUT 50MINUTES.COM COACHING The Coaching series from the 50Minutes collection is aimed at all those who at any stage in their careers are looking to acquire personal or professional skills, adapt to new situations or simply re-evaluate their work life balance. The concise and effective style of our guides enables you to gain an in-depth understanding of a broad range of concepts, combining theory, constructive examples and practical exercises to enhance your learning. **Stand Out Cover Letters** Winfred Cliff, 2021-03-31 It took weeks to find this job. It took hours to get your resume right. Almost there. You just need a cover letter. The problem? You only get one shot. But before you can write such a letter, you must first believe you stand out, and you must know how you stand out. This book will first help you ensure you have a stand out mindset, then teach you how to write a letter that best sells you as the perfect candidate for the job. In this book, you'll learn how to have a stand out mindset before you write your letter. Use the exact step by step proven method others are using to create cover letters again and again. Get various cover letter examples to help you with your own. Learn how to access the 80% of jobs never advertised, known as the hidden job market. Get simple tips and strategies, including how to make your letter stand out AND be ATS compliant. Find out which critical mistakes you must avoid. *How to Write an Impressive CV & Cover Letter* Tracey Whitmore, 2009 Your CV and cover letter are your first

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