

## 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<br>Contact Title<br>Company Name<br>Street Address<br>City, State, Zip Code  |
| Address to a particular person if possible and remember to use a colon. | Dear _____:<br><br><b>Opening paragraph:</b> 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.    | <b>Middle paragraph(s):</b> 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.              | <b>Closing paragraph:</b> 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

**Winfred Cliff**



## 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

communication with a prospective employer and making the right first impression is more important than ever

**Cover Letters** James Austin, 2017-08-11 What separates this book from the rest The unique way you will learn with examples and steps Many books leave you more confused than before you picked them up not this book it's clear concise and implementable We make it our goal to write this book in plain easy to understand English that anyone can understand Gone are the days of highly technical language This allows you to quickly learn topics and use your new skills immediately To aid you in learning the topics quickly and effectively this book has been designed to be the ultimate step by step guide Making sure that you're confident and clear with each topic before moving on

[The Cover Letter Book](#) James Innes, 2012 The UK's bestselling cover letters book now repackaged updated and even more indispensable

**How to Write the Perfect Cover Letter** Aline An, 2024-02-28 Welcome to How to Write the Perfect Cover Letter A Step by Step Guide your essential roadmap to crafting a cover letter that not only complements your resume but significantly boosts your job application In the competitive job market standing out to potential employers is more crucial than ever While your resume provides a snapshot of your professional background a well written cover letter offers you the chance to speak directly to your future employer showcasing your personality and enthusiasm for the role A cover letter is not just a formality it's an opportunity It allows you to explain in your own words why you're the perfect fit for the job highlight your most relevant skills and experiences and demonstrate your knowledge of the company and its values This guide is designed to walk you through the process of creating a compelling cover letter that resonates with hiring managers and makes them eager to meet you Whether you're a seasoned professional or entering the job market for the first time mastering the art of the cover letter is a powerful tool in your job search arsenal Let's dive in and discover how you can make your application shine

[Cover Letter Writing Guide](#) Lecia Vandeveble, 2021-07-28 This book will guide you on how on earth are you supposed to summarise all of your skills into a cover letter This book is quick effective and will save hours or even weeks of your life Here's what you can expect to find within Why Your Cover Letter Matters What Are Employers Really Looking For How To Target The Company's Needs How To Structure Your Covering Letter Building An Introduction That Works How To Sell Your Skills and Background How To Tell The Right Stories So You Get Noticed The Importance of Editing

**Guide to Basic Cover Letter Writing** Public Library Association, 2000

**The Guide to Basic Cover Letter Writing** Steven Provenzano, 1995 Sooner or later you'll want to apply for a job and you know you won't be the only one applying To make your qualifications stand out front the crowd you have to know how to present them There's no better way to match your sales pitch to your reader's interests than with a great cover letter A cover letter gives yourself a chance to focus on your strongest points It lets you tell more about yourself than a resume can And it lets you say it straight to your reader one on one

**Vault Guide to Resumes, Cover Letters & Interviews** Howard Leifman, Marcy Lerner, Vault (Firm), 2003 From writing top notch resumes and sending tailored cover letters to going on winning interviews this best selling Vault guide is a comprehensive one volume job search source

Killer Cover Letters and Resumes WetFeet (Firm),WetFeet,2014      *Getting Hired* D G Spare,2020-11-03 *Getting Hired*  
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Letter Writing** Public Library Association,Editors of VGM,2003-09-22 A solid well written cover letter is crucial to getting a  
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information this practical guide provides easy to follow instruction in crafting outstanding cover letters for any type of position Completely updated it features guidance in job seeking effectively online and the best ways to showcase experience with the latest technologies      *Guide To Creating Impressive Cover Letters* August Hanlon,2021-07-26 While a cover letter may be optional for some positions it s usually a good idea to include one in any application you submit In this book we discuss what a cover letter is why it s important for you to send one with your resume and other tips you should consider before submission Writing a cover letter for 2021 it s simple You ll know How to discover your skillset that you can use in your cover letters and job applications How to create cover letters quickly How to bring your writing skill to your professional level Advice from a professional hiring manager on how you can make cover letters magic work for you Cover Letter Template for your cover letters What to put in a cover letter and what to leave out Master Cover Letters shows you how easy it is to create a great cover letter when your know how      *Cover Letters Writing 2021* Amiee Madry,2021-03-03 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      *The Complete Guide to Writing Effective Résumé Cover Letters* Kimberly Sarmiento,2009 The companion CD is packed with samples and worksheets to help you brainstorm and create a successful cover letter      **Vault Guide to Resumes, Cover Letters & Interviews** ,2001 Professional career guide from the Vault Career Library uniquely combining all three areas of job searching and interviewing

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