

COVER LETTER KEY POINTS & TIPS

Sell yourself to employers with a well-crafted cover letter!

Why are cover letters important?

Cover letters give an opportunity to explain why YOU are a great fit for the position. Well written cover letters help you sell yourself, create a positive impression, and make you stand out from the competition. They serve as an introduction to your resume and help you make it to the interview stage. Some employers require a cover letter along with a resume.

- Business like tone
- Engaging and enthusiastic
- State why you are writing & the position you are interested in
- Explain what makes you the best candidate for the position (qualification/experience specifics)
- Include how you learned of the position, your degree & school if relevant
- Close with a “Thank you” and a request for an interview
- Keep to 3-4 paragraphs using brief, accurate language.
- Use same format as resume with easy to read font (quality stationery if mailing hard copies)
- Personalize letter for position