

Cover Letter (Tips)

Tips

1. Indicate a person's interest and availability for position
2. Relate information targeted the position regarding your skills, experience, knowledge and abilities
3. Impress employer sufficiently to warrant an interview
4. Demonstrate your writing skills
5. Good quality paper in white colour
6. One page: ½ to 2/3 page of text
7. Opening paragraph
 - State position and where you learned about opportunity
 - Avoid beginning with personal pronoun "I"
8. Sell paragraph
 - Address maximum of FIVE key skills required
 - Support qualifications with quantified specific examples
 - Sentence or bullet format acceptable in middle section
9. Closing paragraph
 - Thank you employer for consideration
 - Restate your enthusiasm for working for the organization
 - Include your phone number and email address
 - Invite employer to contact you anytime
10. Ending
 - Use "Yours truly", or "Sincerely"
 - Leave FOUR spaces for your signature (be sure to sign letter)
 - Type your name below the signature
 - Use "Encl." below your name to indicate other documents that are enclosed