

## **COVER LETTER INFORMATION**

When mailing or faxing a resume, always include a cover letter which acts as your personal introduction to an employer. Unlike the resume which can be mass produced, a cover letter is most effective when it is individually written and typed for a specific employer and position. Cover letters should always be addressed to a particular person rather than “Dear Human Resources Manager.”

A cover letter typically provides detailed information on why you are qualified for the job you are applying for. Effective cover letters explain the reasons for your interest in the specific organization and identify your most relevant skills or experiences.

### **Three Objectives of the Cover Letter**

- To express your interest to the employer regarding their organization
- To express how your education and experience directly relate to the position for which you are applying
- To suggest a possible meeting for you and the employer

### **Tips for Completing Your Cover Letter**

- Always include a cover letter with your resume
- Always prepare a typed cover letter (hand-written cover letters are not acceptable)
- Make sure you use standard business letter format
- Make sure your cover letter is error free: check for correct spelling and grammar
- Keep your cover letter brief (3-4 paragraphs) and to the point, write short sentences
- Address your cover letter to a specific person, preferably to the person who will be making the hiring decision (you may have to put out some effort to find out who the person is)
- Do not make unsupported or false claims
- Print your cover letter on the same type of high quality paper that your resume is on
- There are many resources for writing cover letters on the Internet

**You can come to the Career Center to type and print your cover letter. Mrs. Aguiar can help with questions.**