Cover Letters

Cover letters are tools used to help you get a job. If you apply for a job by mail or email, you will want to include a cover letter with your resume'. This is one more way to put your best foot forward and convince someone to give you an interview so they can meet you in person.

We have practiced the proper format of a business letter. Know you are ready to apply this skill for your own personal use.

1. Create a properly formatted cover letter that simulates you personally applying for a job.
2. Either use a job you know about, research for a possible job, or make up one.
3. Remember to include all the proper parts of the letter. Make up details if you don’t have them like a company name and address.
4. In the body of the letter, use your writing ability with proper grammar and punctuation. Include the following general topics in one paragraph each. You can add more paragraphs if you think of other areas to mention.
   1. Introduction: Why are you writing? What position are you interested in? Where did you hear about the position? Show your interest.
   2. Talk about your past experience and current qualifications for the job.
   3. Conclusion: Mention your contact information. What is the best way to get ahold of you? Mentioned the enclosed or attached resume. Reiterate your interest.
5. Finish the letter with all necessary parts.
6. Sign it and turn it in.