

STEP BY STEP PROCESS

1. Date
2. Address Employer
 - A. Employer's name (Do not assume gender)
 - B. Employer's title
 - C. Name of the company
 - D. Employer's Address
3. Greeting
4. Opening Paragraph
 - A. Indicate why you are writing
 - B. Identify the specific position and company
 - C. Note if you were referred (and by who)
 - D. Indicate why you are the best candidate
5. Body Paragraph
 - A. Explain your interest in working for this employer and highlight your qualifications
 - B. Include relevant work experience/education
 - C. Use the job description as a reference
6. Closing Paragraph
 - A. Reiterate your strong interest in the position and company
 - B. Specify how and when you will follow-up
7. Closure
 - A. Close with "Sincerely," a hand-written signature and your name typed beneath it



COVER LETTER TIPS

1. Your cover letter should be no longer than 1 page with 1" margins
2. Address the letter to a specific individual contact the company if you do not know the hiring manager. Verify the spelling
3. Tailor your cover letter to each position you apply to. Your letter should reflect the needs of the company and position requirements (Use the job description for reference).
4. Keep it positive and confident. Do not boast, brag, or exaggerate.
5. Proof-read! Make sure there are no spelling or grammatical errors.
6. Keep your cover letter short, sweet, and to the point.
7. Avoid using a generic cover letter. Employers will see this as a lack of genuine interest.

