

A Cover Letter Is As Easy As 1-2-3

Paragraph 1: 2-4 sentences)

- Address letter to the specific person who makes the hiring decisions.
- State reason for the letter: "I am writing because..."
- Where and when you learned about the specific job position you are seeking.
- Generate interest, grab reader's attention.

Paragraph 2: (6-8 sentence's; may be two paragraphs if necessary

- Explain what you can offer the company.
- Highlight achievements, accomplishments, and qualifications.
- Describe specific skills and expertise related to the employer's needs
- What value or benefit are you to the company?
- Give 2-3 examples of your past performances to show your ability to perform the requirements of the desired position.
Clearly communicate your purpose

Paragraph 3: 2-3 sentences)

- Indicate desire for an interview.
- Explain when where, and how you can be contacted.
- Make it obvious that you are serious about obtaining the position
- "I will call you...."
- I look forward to discussing how my skills will benefit your company..."
- Don't forget to say thank-you!

WORKS CITED: Krannich, Ronald and Caryl(1992). Dynamite Cover Letters. Virginia. Impact Publications. Yate, Martin(1992). Cover letters that knock 'em Dead. Massachusetts. Bob Adams Inc. CONTRIBUTIONS: Brian Harrer, Peer advisor