

A COVER LETTER IS AS EASY AS 1-2-3

FIRST PARAGRAPH

- Address the letter to the specific person making the hiring decisions
- State reason for the letter: "I am writing because..."
- Include where and when you learned about the specific job position you are seeking
- The goal is to generate interest and grab reader's attention

SECOND PARAGRAPH: (six-eight sentences; 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
- Give 2-3 examples of your past performances to show your ability to perform the requirements of the desired position
- Clearly communicate your purpose

THIRD PARAGRAPH: (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
- State your intention to call to follow up and specify when
- State: "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*